

Module #2: Creating High Performing Teams
Leader Guide/Facilitator Notes
Summary of Three Hour Seminar Time Schedule

20 Minutes: Introductions of Participants

10 Minutes: Introduction Creating High Performing Teams

10 Minutes: What Do We Mean By High Performing Teams?

“A **high performing team** can be defined as **two or more interdependent individuals who share a common vision/mission and who have established goals and achieve results through cooperation and two-way communication**.”

10 Minute Lecture: The difference between work groups as a collection of individuals working separately AND **HIGH PERFORMING TEAMS** comprised of associates who are driven by the forces of cooperation and interdependence.

15 Minutes: Facilitator: What Makes a work group leap from an individual orientation to a high performing approach? The answer for High Performing Teams can be found in the way tasks and processes are understood and managed.”

20 Minutes: High Performing Teams: A Model pg 3
Elements of High Performing Teams: A Small Group Exercise

15 Minute Break

20 Minutes: Processing of Exercise

20 Minutes: High Performing Teams and Team Development

30 Minutes: Phases of Team Development: Role-Playing Exercise pg 15-16

Participants will be divided into small groups to discuss an appropriate response strategy of task and relationship behavior. Each small group will be presented with Application of Key Actions Planning Worksheet (see page 12) which will allow participants to identify 1. **Team Challenge**, 2. **Stage of Team Development:** Forming, Focusing, Facilitating or Functioning, 3. **Appropriate Leadership Style:** Directing, Developing, Supporting or Consulting, 4. **Appropriate Task/Relationship Behaviors**, and 5. **Specific Team Challenge** from three identified.

NOTE: After the role-playing exercise, the Application of Key Actions Planning Worksheet (Page 12) will also be used by participants to plan their actions regarding current issues and challenges they face within the organization.

10 Minutes: Completion of Evaluations

180 Total Minutes