

# LEADING TEAMS

## SYLLABUS

July 2020

*Written & Delivered By:*



# PEREGRINE

— GLOBAL SERVICES —

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## LEADING TEAMS

### **Overview**

Understanding the dynamics of effective team leadership means better output, happier and more inspired people, and a smoother workflow. This module outlines what you need to understand to plan, build, and lead the most effective and productive teams possible. When a team is functioning at its best, something magical happens. Everyone is focused, everyone is excited, and the synergy between people grows exponentially.

This can be called a team of trust, and the last section in this module looks specifically at that concept. When you become a leader who can lead a team to this level, you become the kind of leader who is most in demand: someone who leads others to realize their full potential.

### **Learners**

This module is designed for learners who desire to improve their leadership, communications, and workplace skills.

The module may qualify for Continuing Education Units (CEU) for professional certifications depending on the professional association.

### **Module Authors**

The author for this module is Peregrine Global Services headquartered in Gillette Wyoming and includes materials from a variety of sources as indicated within the module.

### **Learning Outcomes**

The learning outcomes for the module are as follows. With the completion of this module, learners should be able to:

1. Describe the characteristics of effective teams.
2. Describe the different types of teams.
3. Identify the four stages in Tuckman's model of team development.
4. Discuss the five dysfunctions of teams and how to address each as the team leader.
5. Identify behaviors and actions used to improve team performance.

6. Describe the team problem-solving method and developing a team of trust.

### **Curriculum**

<b><u>Section</u></b>	<b><u>Topics</u></b>
Section 1: Introduction	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Module Overview</li> </ul>
Section 2: Planning Your Team	<ul style="list-style-type: none"> <li>• Definition of team, benefits, when to form, types, considerations in building successful team.</li> </ul>
Section 3: Building and Growing Your Team	<ul style="list-style-type: none"> <li>• Selecting members, capabilities, roles, Tuckman model, virtual team considerations.</li> </ul>
Section 4: Leading Your Team	<ul style="list-style-type: none"> <li>• Leading Your Team. Team governance, avoiding Group Think, communicating team progress, after action reviews.</li> </ul>
Section 5: Leading Team Meetings	<ul style="list-style-type: none"> <li>• Why teams must meet, 7 keys to team meeting leadership, planning the agenda, conducting, closing, team meeting follow-up.</li> </ul>
Section 6: Leading Your Team Through Problem-Solving	<ul style="list-style-type: none"> <li>• The 9-step problem solving process.</li> </ul>
Section 7: The Next Level: Teams of Trust	<ul style="list-style-type: none"> <li>• Profile of dream team, teams of trust, the 6 Cs of teamwork, a team of trust characteristics, the 5 dysfunctions of a team.</li> </ul>
Section 8: Summary and Assessment	<ul style="list-style-type: none"> <li>• Summary</li> <li>• Assessment</li> </ul>

### **Delivery**

The module is delivered using Peregrine's Learning Management System (LMS) known as CMAD. Course instruction is with asynchronous online learning activities.

### **Assessment**

Throughout the module, there are in-progress quizzes and short exercises to ensure understanding of the instructional content. A completion certificate is issued when the learner obtains at least 80% on the final exam.

**Hours and Articulation**

Learner hours are shown in the following table. The hours are based on both the time within the module and time away from the module conducting application activities.

<b><u>Section</u></b>	<b><u>Hours</u></b>
Section 1: Introduction	0.50
Section 2: Planning Your Team	0.50
Section 3: Building and Growing Your Team	0.50
Section 4: Leading Your Team	1.0
Section 5: Leading Team Meetings	1.0
Section 6: Leading Your Team Through Problem-Solving	0.50
Section 7: The Next Level: Teams of Trust	0.50
Section 8: Summary and Assessment	0.50
<b>Total Hours</b>	<b>5</b>