

## High Performance Teams Inside the Company

### Overview

In this course, students will explore the challenges of working as a team within the office environment and will learn a core set of high performance skills that enable teams to successfully work together toward a common goal.

### Target Audience

This course is intended for individuals who work with organizations, teams or groups inside an office environment that are focused on achieving the same goals.

### Course Objectives

Upon successful completion of this course, students will be able to know and manage the way people interact in an office environment in order to position high performance teams to accomplish any task.

### Course Outline

#### 1 - Getting Started

- Housekeeping Items
- The Parking Lot
- Workshop Objectives

#### 2 - The Benefits of High Performance Teams

- Creates Loyalty
- Optimum Productivity
- Collaboration
- Creates Visibility
- Case Study

[Register Online](#)

Schedule

Class Length: 1 Day

G2R = "Guaranteed to Run" | OLL = "Online LIVE"  
ILT = "Instructor-Led-Training"

*This course is not currently available on the public schedule. Please contact us using the information in the footer below to inquire about future dates or to schedule a private class.*

### 3 - Challenges of High Performance Teams

Can Create Competition  
High Turn-over Rate  
Negative Focus on Productivity  
Fear of Failure  
Case Study

### 4 - How to Build and Lead High Performance Teams

Promote Understanding  
Provide Adequate Knowledge  
Facilitate Effective Interaction  
Conduct Effective Meetings  
Case Study

### 5 - Characteristics of High Performance Teams

Understand the Big Picture  
Have Common Goals  
Work Collaboratively  
Produce Quality Results  
Case Study

### 6 - Roles of an Effective Team Leader

Provides Adequate Training  
Timely, Constructive Feedback  
Views Mistakes as Opportunities  
Environment of Problem-solving  
Case Study

### 7 - Traits of Great Leaders Leading High Performance Teams (I)

Vision  
Patience  
Humility  
Humor  
Case Study

### 8 - Traits of Great Leaders Leading High Performance Teams (II)

Courage  
Compliance  
Tolerance  
Gratitude  
Case Study

## 9 - Ideas for Motivating High Performance Teams

- Let Employees be Idealists
- No Negative Criticism
- Give Ample Praise
- Have Lunch with Each Employee
- Case Study

## 10 - Steps to Retaining High Performers

- Give Them Visibility
- Keep Them Entertained
- Reward Them
- Provide Them with Mentors
- Case Study

## 11 - Augmenting Team Performance

- Authority
- Ask Questions
- Quickly Resolve Differences
- Practice Unanimity
- Case Study

## 12 - Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations
- Recommended Reading

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