COURSE SYLLABUS

Leading Teams and Groups Course

Gain the skills to effectively lead teams and groups by managing tasks, motivating members, and fostering collaboration.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/leading-teams-and-groups



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Course Outline

Module 1: Team Elements and Needs for Effectiveness

- Compare the definitions of teams and groups.
- Describe the basic elements of teams and their needs for effectiveness.
- Discuss strategies for overcoming challenges within teams.

Module 2: Elements of an Effective Team

- Identify factors influencing the effectiveness of teams.
- Create a mission and vision for teams aligned with organizational goals.
- Examine key characteristics of successful teams.

Module 3: Developing Teams and Avoiding Dysfunctions

- Describe the stages of team development.
- Identify approaches to effective team building.
- Analyze common dysfunctions in teams and methods to address them.

Module 4: Approaches to Effective Team Leadership

- Connect leadership functions with team development stages.
- Apply the Kouzes-Posner leadership model to enhance team performance.
- Understand the leader's role in fostering collaboration and trust.

Module 5: Strategies for Effective Listening in Teams

- Describe behaviors that enhance active listening within teams.
- Identify various forms of listening and their application.
- Discuss response alternatives and their role in team communication.

Module 6: Employ Strategies for Providing Useful Feedback

- Discuss the importance of feedback in team development.
- Learn strategies for providing constructive feedback to improve team performance.
- Interpret feedback using the Insight Inventory to enhance team dynamics.

Module 7: Implementing Strategies for Managing Conflict and Disagreements

- Explore strategies for resolving conflicts within teams.
- Understand different conflict management styles and when to apply them.
- Develop skills for fostering a positive conflict resolution culture.