



Asia Masters Center

Building Skills for Working in Teams: Igniting Passion & Activating Potential in Teams



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Building Skills for Working in Teams: Igniting Passion & Activating Potential in Teams

➔ Course Objective

- Identify individual work styles differences and how to use them to develop your team
- Apply the modern principles of time and activity management and manage self and team by them
- Draw-up a comprehensive Team Purpose Analysis and objective set for the team's foundation
- Use creative techniques to push the boundaries of team problem-solving and decision-making
- Apply modern motivation techniques to get the best out of team members
- Use communication techniques that help minimize “noise in the team system”
- Influence team members to embrace change and use it as a powerful, positive force

➔ Target Audience

- managers
- senior buyers



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- project managers, civil engineers
- construction managers
- contractors, sub-contractors
- site engineers, senior management
- government agencies
- architects, construction professionals
- anyone responsible for purchasing at a senior level who seeks to enhance their skills further.
- Purchasing and supply chain managers Project managers.



Course Outline

Day 1

- **Starting From Within – You, The Team Leader**
- Know yourself and your role as a team leader – your strengths and style preferences
- Set personal goals to guide your outputs
- Prioritize your time and tasks effectively and train your team to do the same
- The power of role modelling and “Managing by Walking Around”
- Examine and challenge the impact of your belief system and limiting beliefs
- **Building Team Foundations**
- Learn from what high performing teams do



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- Establish a stretching team purpose – developing a Team Purpose Analysis – TPA
- Map out stakeholders and their needs

DAY 2

- **Establishing Team Environment, Membership and Roles**
- Build an energetic team environment
- Establish team roles – what’s missing in your team, what’s duplicated?
- Apply team development stages knowledge to inform your leadership interventions
- Identify and share individual’s social and work style preferences

DAY 3

- **Building Outstanding Team Productivity, Progress and Learning**
- Deploy the lessons of motivational theory in managing the team
- Influence and persuade stakeholders and partners
- Help the team cope with change and be resilient
- Develop a systems thinking perspective for continuous team improvement
- Conduct team “After Action” reviews and follow up actions and achievements
- Apply methods to celebrate team progress and successes



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DAY 4

➤ **Building Frictionless Team Communications**

- Improve and enhance individual and team communication skills – listening, questioning, clarifying and summarizing skills
- Identify and develop strategies to overcome barriers to communications
- Use Appreciative Inquiry to develop positive approaches to team issues
- Give corrective and positive feedback that motivates
- Design and conduct productive team meetings
- Deploy the RACI approach to work allocation and reporting

DAY 5

➤ **Dealing with Team Conflicts and Using Them to Improve Team Performance**

- Identify and resolve common team problems
- Using the Thomas-Kilmann conflict mode instrument
- Identify and manage dysfunctional, counter-productive team behaviour
- **Creativity for Team Problem Solving and Learning**
- Deploy methods to overcome mental blocks
- Obtain the benefits of brainstorming
- Make use of a range of creative and decision-making too



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- The design of financial models for forecasting and decision-making

- **The Feature Of Asia Master Training And Development Center**
 - we pick up the customer from the airport to the hotel.
 - we give the participant training bag includes all the necessary tools for the course.
 - Working within groups to achieve the best results.
 - All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
 - We can assist you in booking hotels at discounted prices if you wish to book through us.
 - We offer the certificate from Asia Masters Center for Training and Administrative Development.

➔ **The Cost Of The Training Program Includes The Following:**

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.



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Price (USD)

**Communicate with the training department
to know the participation fees**

➤ **There are offers and discounts for groups**

The details of the bank account

Bank name: CIMB Bank Berhad

Account name: Asia Masters Center SDN. BHD

Bank account number: 80-0733590-5

Swift code: CIBBMYKL

IBAN: Null