



### This course is designed for:

- Work groups striving to accomplish common goals
- Individuals working on permanent or temporary team assignment
- Everyone - because no man is an island!

### Our results:

*"I would recommend Simplesoft Solutions to any company that believes communication skills are vital to maintaining and growing their business."*

- William B. Hay  
Director of Manufacturing  
Gem City Engineering

### Summary

The purpose of this seminar is to increase your effectiveness and reduce frustrations in working with other people so that everyone benefits - you, your colleagues, your teams, and your organization. How to work with others is something we have been learning to do, even before kindergarten. Yet we still struggle, why? By tackling some of the key obstacles to effective teams like poor communication skills, mixed agendas, personality type differences, unclear expectations, and unproductive meetings, you will leave with a renewed sense of accomplishment in your work with others.

### Course Content

- Obstacles to effective teams
- Critical communication skills for teamwork
- How to be a productive team member
- Prepare to lead if needed
- How to manage conflict within the team
- Defining expectations, goals, and relationships
- Personality styles and team effectiveness
- Running productive team meetings

**Note:** This two day or four- half day seminar uses interactive exercises to deal with the types of issues and situations that every group encounters in their pursuit to work together to accomplish common goals. Video segments and hands on skill practices are also used to teach and reinforce the above skills. Who said learning couldn't be fun!



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