

PHASE 3 - MANAGING THE PERFORMANCE OF TEAMS IN PRESENTATIONS AND MEETINGS

Day 5 – Influencing The Team & Groups

Results – Sharing of examples of success from day 3 & 4
Five-minute presentations to the group by each delegate to demonstrate how they have used what they learnt in Phase II and what was the result.

- ◆ Structure and preparation of presentations/speeches
- ◆ Delivering the message - the right impact
- ◆ Presenting the right information to the right audience at the right time
- ◆ Facilitating and directing the outcome of group discussions
- ◆ Giving feedback to the audience - influencing their behaviour
- ◆ Generating debate – as and when appropriate
- ◆ Handling interventions – positively - constructively
- ◆ Building Concrete Action Plans – making it happen

Day 6 - Team Meetings – Team Performance

- ◆ Planning & organising team meetings
- ◆ Preparing for effective meetings as a team
- ◆ Chairing team meetings – appropriate management styles
- ◆ Encouraging maximum contribution to team meetings by all
- ◆ Controlling interventions, dominant people and the shy ones
- ◆ Identifying team roles and the matrix of ideal teams
- ◆ Creating team spirit to improve team performance
- ◆ Maximising on creativity and productivity of all teams
- ◆ Managing conflict – arbitration tools for team dynamics

Planning the long-term implementation of the tools, structures, methods and models explored during the programme – how can they help the improved performance of your Team?

