



# Corporate Coach Group

Training that transforms



## Training Plan

Team Building - Team Development Training

## A Training Plan for Your Organisation

### What is the purpose of the training?

The purpose of the training is to initiate a process of rapid improvement, by means of achieving a shared understanding of the correct knowledge and skills that we need to employ, if we are to achieve our stated goals.

### Team Building - Team Development Course Summary

All winning teams share three identifiable characteristics. They all have clear goals to which each member is committed, they utilise the best methods and tools and, most importantly, they work together in a spirit of willing cooperation.

This one-day course shows you how to build “winning” into the fabric of your team. Every member of your team will enjoy and benefit from this course because it gives you a detailed blueprint for success.

### Learning Outcomes for the Team Building - Team Development Course

- Get the best performance from yourself and the rest of the team
- Set and achieve ambitious goals
- Improve the clarity of all communications
- Prevent avoidable errors by proper planning, prioritisation and preparation
- Create and sustain a positive mental attitude
- Use “feedback loops” to continually improve everything you do
- Create a culture that embraces change and innovation

### Customer Review

“ The course content was very comprehensive, with a number of interesting and actionable systems. Also plenty of suggestions for future and further reading. The trainer’s presentation was enthusiastic and well delivered, very good and engaging and good time keeping.

*James Peate  
Engaging Communities Staffordshire*

## Team Building - Team Development Training Course Overview

This Team Building training is split into four sections:

1. Introduction and self-analysis
2. Clarity of purpose; goal setting. Clear communication
3. Planning, prioritisation and prevention of error
4. Team spirit. Working in willing cooperation

We examine the fact that all winning teams share certain identifiable qualities. We will present these characteristics in the form of a logical framework, which describes all successful teams.

We then ask you to assess yourself (and the team), against this framework and to score yourself for each of its elements. We will then discover where your team is strong, and where it is not so strong.

Then we work through the programme, emphasising the areas which are causing your team the most trouble. Our primary purpose is to eliminate errors and replace them with winning success formulas.

### Customer Review

“ The course content was highly valuable, diverse content (covered a lot), really liked the fact that it was applicable to both work and personal life. Also felt a very safe environment with not being asked to act out/role play! The trainer's presentation was engaging, entertaining, clever, anecdotes made it easy to understand the more difficult concepts.

*Clare Stewart  
Whippet*

## Team Building - Team Development Training Course Details

### Morning Session

#### Introduction

How do you get the best productivity from yourself and others?

To become more productive, we must adopt a particular set of skills and avoid some common errors.

#### Develop six key productivity skills sets

All highly productive teams share the same six qualities.

What are the six traits of productive teams?

#### What is Goal Focus?

Goal focus is the ability to define what you want, and what your customers want.

If you know exactly what your clients want, and what you want, then you have the right conditions for a successful, mutually beneficial relationship.

Success means the achievement of goals, and therefore goal setting is the first priority on the list of skills.

#### Communication Skills

Communication is the art of transferring information and emotions from one mind to another.

Your communications need to be clear, persuasive, friendly and optimistic.

Be very cautious of the opposite communication style. Beware of communications that are imprecise, vague, unfriendly or negative and cynical.

## Planning

Planning is the art of making ready before the event.

Too many people do not plan ahead. Instead, they spend their time trying to correct errors that they caused, by earlier lack of planning. Consequently, they are working in "crisis mode", trying to fix things that should not have happened in the first place.

Planning and productivity are like twins that you always find together.

## Performance management

It is inevitable that sometimes, a conflict will occur in the team.

This is when the team must manage the conflict in an objective, rational and professional manner. Too many teams do the opposite, allowing conflict situations to degenerate into a subjective, emotional, unprofessional, stand-up row.

High performing teams do not waste their time and energy in fighting each other. Instead, they work to create and sustain positive emotions.

## Self-Motivation

Each team member needs to work on their own attitude, so that they come to work in the right frame of mind.

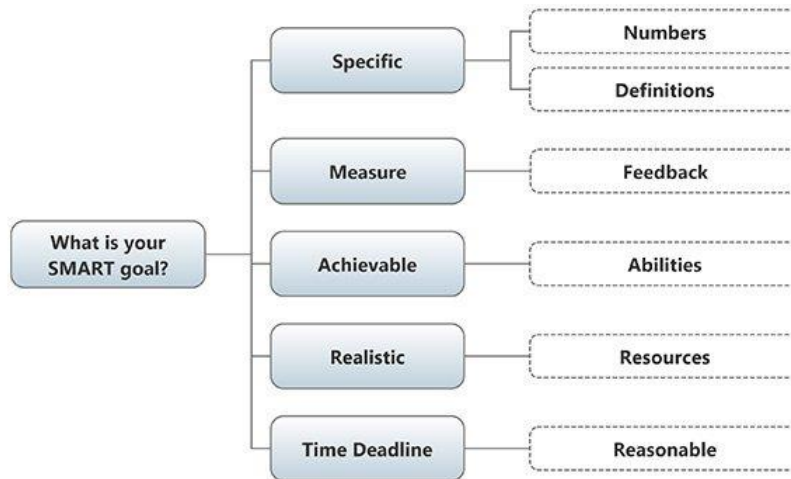
That means learning how to manage their own emotions and directing them towards the positive. We will show you how to do that.

## Inspiration

Now you know how to manage your own emotions; you can use that knowledge to affect the emotions of others (colleagues, customers and suppliers), so that they feel positive emotions about you and your organisation. We will show you how to do that, too.

## Set and communicate specific goals

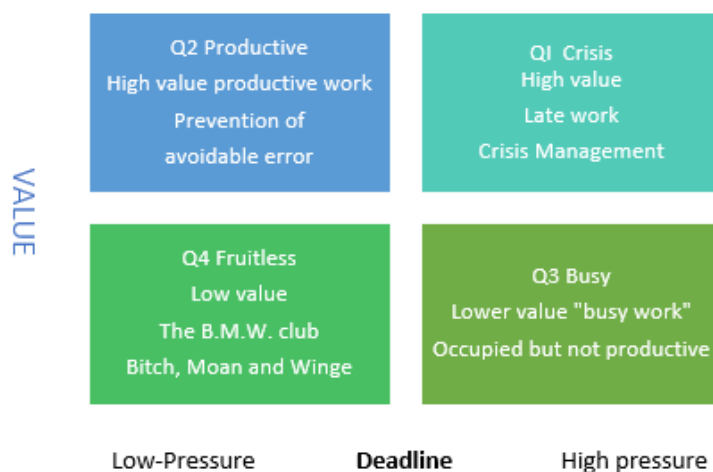
Use the 8 Part SMART to set and communicate goals.



## Planning

Make your time more productive by prioritising according to this grid:

- Many people are often engaged in crisis management
- Others occupy themselves with busy-work (they are busy but non-productive)
- Some people waste their time in useless, fruitless activity
- High performing people spend the majority of their time the productive zone



## Afternoon Session

### What is the "Productive Zone"?

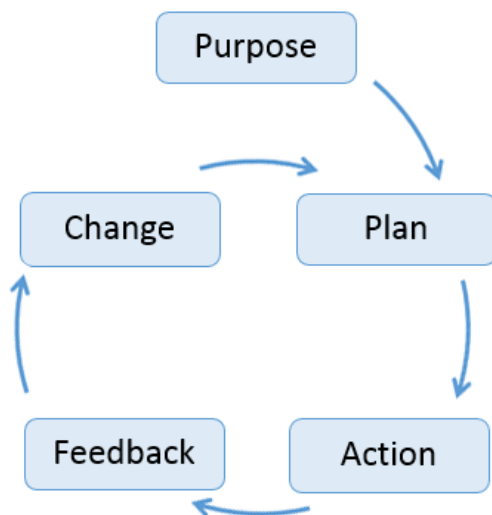
We discuss the full meaning of the "productive zone".

You need to spend days in the productive zone, not the "busy" or "crisis management" or "fruitless" zones. We will show you how you can do that.

### The role of Success Cycles

All success cycles look about the same, and they all involve the concept of feedback.

Feedback is information that tells you whether your current actions are taking you closer to your goals, or further away.



### What is a Feedback Loop?

Use feedback loops to continually improve everything you do.

Feedback comes in two varieties: positive feedback and negative feedback.

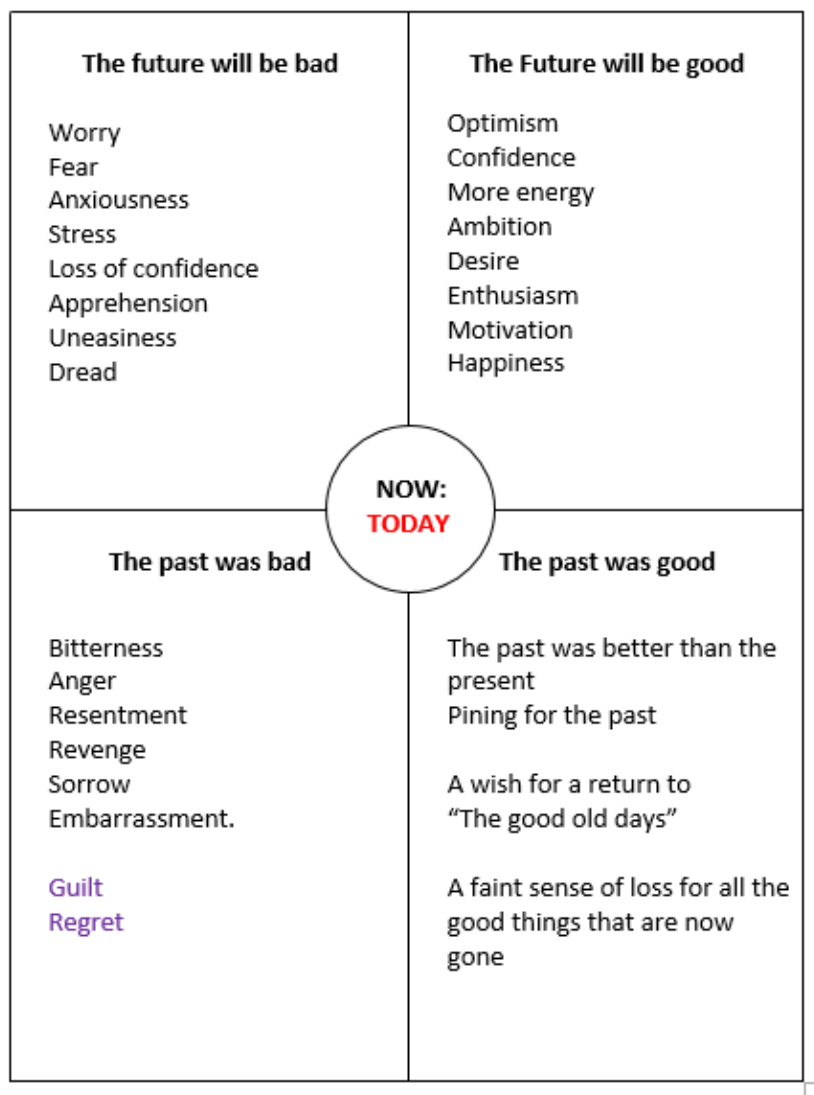
How to give negative feedback, in a positive way. This is where much time is wasted. We spend too much time in fruitless conflicts, which are mismanaged and end up in upset. We need to know how to manage negative feedback and conflict situations in an objective, professional and timely manner.

Remember to give positive feedback whenever someone deserves it.

### How to inspire others and yourself

All conversations have an emotional impact. People react positively or negatively to what is said to them.

So, it is vital that every conversation in the workplace, is geared towards generating positive emotions, such as confidence, motivation, commitment and team working.





## Conversation Control

It is vital to cut out the conversations that are geared towards generating negative emotions such as anger, upset, anxiety and frustration.

We call this conversation control. The emotional consequences of which follow this pattern:

1. Conversations about a possible bad future, tend to provoke fear in the mind of the listener.
2. Conversations about past bad situations, tend to produce anger and upset in the mind of the listener.
3. Conversations about how the past was better than the present, will tend to provoke a feeling of dis-contentment.
4. Conversations about how the present and the future will be good, will tend to inspire feelings of optimism, confidence and motivation in the mind of the listeners.

Conversation control can be used in three ways:

1. Managing the content of what you say to other people.
2. Managing the content of conversations, that you allow other people to have with you.
3. Monitoring and controlling the content of the conversations that the team have amongst themselves.

## Exercises and practice

You will have plenty of opportunity to work through the methods we teach you.

You will finish this team building training by making action plans for how you intend to put things into practice when you return to your workplace.

## Customer Review

“ The course content was very good, useful and relates directly to the working environment. Real life scenarios. Would recommend to other people. The trainer's presentation was very good, and he gave good examples and provided solutions to situations. He was clear and clarified anything that wasn't understood.

*Rehan Khan  
UHY Hacker Young LLP*

## Training Costs / Investment

### Bespoke In-House or Live-Online Course

£2,250 + VAT per training day, (8 – 16 delegates)

Plus, travel and hotel accommodation for trainer if needed (Premier Inn type)

*International Price Varies*

In-House training has been designed to provide a similar experience to our open courses, however we can tailor the content to fit your specific needs.

We are able to train in your timezone.

### All our training includes:

- A full day of quality training, delivered by an experienced trainer
- Total of 6 CPD training hours (usually 9am - 4.30pm), plus an additional 2-3 via post-course online independent learning
- Full course training workbooks
- Training certificate
- Access to additional free training material after the course via our post-course portal
- 3 months free telephone coaching: Whilst you are implementing what you have learned, if you need to, you can contact us for support and guidance

### We suggest the following plan of action:

Please send to us:

1. Any amendments or changes you wish to make to the programme.
2. Your thoughts.
3. The next step you would like us to take.

Thank you.

Corporate Coach Training Ltd  
Walcot House  
Parton Road  
Churchdown  
Gloucestershire  
GL3 2JJ

Email: [lindsey@corporatecoachgroup.com](mailto:lindsey@corporatecoachgroup.com)

Tel: +44 (0) 1452 856091

## Customer Reviews

“ Content was detailed and valuable, learnt a tremendous amount that I will use daily, I was able to relate to all of it. The trainer’s presentation was clear and precise. Good use of real-world examples which help to make the content usable. Friendly course.

*Jamie Hamblin  
Lanes Health Products*

“ The course content was very informative and professionally delivered. Would definitely recommend and would use again. Thank you. The trainer’s presentation was excellent, clear and concise. Interesting and engaging.

*Ian Cannons  
JMS Consulting Engineers*

“ Training course content was outstanding! I have never attended a course with so much positive input. I feel reassured that much of my working practice is in line with this training. However, it has sharpened my thoughts. The trainer’s presentation was very good with very clear communication. Good logic and reason. Providing consistent named principles.

*Stuart Mitchell  
Langley House Trust*

“ The course content was useful, informative and made you think and look at things differently. The trainer’s presentation was really engaging, interesting, involved everyone, made me feel at ease.

*Helen Baker  
Centerplate at Warner Bros*