



## Teamwork Skills Training

### Training Agenda

<b>Day 1</b>	Welcome & Program Overview	15 Minutes	9:00 AM – 9:15 AM
	The Concept of a Team and Types of Teamwork	25 Minutes	9:15 AM – 9:40 AM
	Indications of The Need to Work in A Team	35 Minutes	9:40 AM – 10:15 AM
	Coffee Break	15 Minutes	10:15 AM – 10:30 AM
	Determining the Personal Style of The Team Member	45 Minutes	10:30 AM – 11:15 AM
	Teamwork Obstacles and Challenges	35 Minutes	11:15 AM – 11:50 AM
	Conclusions	10 Minutes	11:50 AM – 12:00 PM
<b>Day 2</b>	Reviewing the previous day topics	15 Minutes	9:00 AM – 9:15 AM
	Team Building Stages	25 Minutes	9:15 AM – 9:40 AM
	Measuring the Stages of Team Development	35 Minutes	9:40 AM – 10:15 AM
	Coffee Break	15 Minutes	10:15 AM – 10:30 AM
	The Ten Essential Qualities of An Effective Team	45 Minutes	10:30 AM – 11:15 AM
	Team Assessment Mechanism	35 Minutes	11:15 AM – 11:50 AM
	Conclusions	10 Minutes	11:50 AM – 12:00 PM
<b>Day 3</b>	Reviewing the previous day topics	15 Minutes	9:00 AM – 9:15 AM
	Teamwork Challenges	25 Minutes	9:15 AM – 9:40 AM
	Addressing Team Challenges	35 Minutes	9:40 AM – 10:15 AM
	Coffee Break	15 Minutes	10:15 AM – 10:30 AM
	Staff Character Styles	45 Minutes	10:30 AM – 11:15 AM
	Traits of An Effective Team Leader	35 Minutes	11:15 AM – 11:50 AM
	Conclusions	10 Minutes	11:50 AM – 12:00 PM