



First Select

Team Building and Time Management

Date	Venues	(\$)Fees	Book your seat
07 Dec -11 Dec 2025	Kuala Lumpur	3300	Register Now

Objectives:

Do you feel pressured by too much to do and too little time in which to do it? Or do you simply want to get more things done? Both of these situations suggest a need for better time management.

Time, like any other resource, can be managed by a set of principles and a variety of techniques. This course will lead you through an analysis of your time management problems and present to you principles and techniques you can use to become master of your time rather than a slave to it.

Teams at Work helps participants understand the need for organizational change and the key elements of teamwork. The value of the team approach is discussed in relation to higher productivity, product quality and a higher quality of work life. Delegates will begin learning and practicing the skills of high-performance teams.

Who should attend?

This course will help you become a better manager of your time. However, it will not manage your time for you. That is left to you. Effective time management is basically an experience in self-discipline. You are the key to success. If you complete this course and use the principles and techniques presented, you will get more done and you will enjoy doing it.

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Course Outline:

Part 1: Team Building

What is Team Building and why do it?

- Describe Team Work
- Benefits of Team Work
- Roadblocks of Team Building
- The Five Stages of Team Building
- Module Wrap Up - Class Exercise

What is the Difference between Groups and Teams?

- Group Characteristics
- Team Characteristics

The Team Leader

- Team Leadership Roles
- Recognizing Team Leader Competencies
- Effective Characteristics of a Facilitator
- Attitudes of an Effective Team Builder
- When Does a Facilitator Need to Intervene

Top 10 of Team Building

- Ten Steps and Their Purpose
- Matching Up Top Ten with Five Stages of Team Building

How to Plan To Build Your Team

- Essential Guidelines Before Team Building
- Steps To Take at the Team Building Session
- Scheduling Time
- Important Factors in the Team Building Process
- Specific Techniques for Involving Team Members
- Attributes of a Productive Team

How to Communicate Effectively

- Explain How To Communicate Clearly
- Types of Communications in Team Settings Today
- Review Your Own Communication Skills
- Five Traits of a Good Listener
- Communicating With Color

Building Relationships

- Good Interpersonal Skills

Putting All the Pieces Together

- Study or Department Group Exercise

Part 2: Time Management

- Introduction to Time Management Concepts
- Analyzing how you Use your Time
- How to Make Full Use of your Time
- How to Plan Effectively
- Analyzing your Job Priorities
- How and What to Delegate Effectively
- How to Cope with Common Time Wasters
- Time Management on the Telephone
- Time Management in Meetings
- Dealing with Interruptions
- Developing your Personal Action Plan
- Following Up
- Constantly Checking on your Investment in Time Management

WORKSHOP STYLE:

A mixture of short presentations, interactive discussion, individual exercises and group work. The emphasis throughout is on a practical approach using case material and examples.



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