

## Building Effective Teams

For Both Office and Remote Workplaces

Short seminar series

### Overview

Building high performance and effective teams can be a challenge for today's leaders, especially given the rapidly changing dynamics of the workforce and workplace. Working teams today are much more diverse, and need to collaborate effectively, especially when many team members are working remotely. The role of leadership is crucial when you are a manager or supervisor of a team.

This workshop will reinforce key leadership skills needed to transform your team to a high performing, productive team.

### Audience

New, experienced or soon to be supervisors, managers, team or project leaders

**Duration:** 3 hours

**Price:** \$245.00 plus HST

### Instruction Methodology

Virtual delivery via GoToMeeting, with PowerPoint slides and interactive discussions, quizzes and simulated exercises.

### Key Topics

- Stages of team development
- Characteristics of high performing teams
- Leveraging the team's strengths
- Building trust
- Developing a team charter
- Dealing with conflict



### About Your Facilitator Carolyn Baker

Carolyn Baker, with over 33 years in the federal public service, has led virtual teams before we even said the word "virtual"!! She has experienced first-hand the challenges and opportunities that arise when leading and working from a distance. Her interactive approach makes her workshops lively and engaging.