



EDUTECH

ENGAGE | EDUCATE | EMPOWER

TEAM DYNAMICS & WORK PERFORMANCE DEVELOPMENT PROGRAM





EDUTECH

ENGAGE | EDUCATE | EMPOWER

FOREWORD

This proposal for a 3 days 2 nights Full Board Team Dynamics & Work Performance Development Program is a program that will re-align and re-energise the participants into a High Impact Workforce within the organisation. The program spans the area of developing Team Work, Leadership, Work Management and Positive Self Development at the work place.

This 3 days 2 nights program will expose the participants, changing the perspectives of work performance into the new habits of working in teams and preparing them to work together to attain higher performance possibilities. Although some organisations recognise this early, others will wait until problems occur and the symptoms of poor team cohesion, unclear goals, poor leadership skills and declining work attitude before engaging team based training. Whatever the reason it maybe, this program will realign the participants back into High Performance Work Teams We believe that a team should consist of a groups of diverse people and portfolios, working together towards common organisational goals. This 3 days 2 nights Team Dynamics is the process of enabling that group of people to reach their their optimal performance in meeting organisational goal. It is a critical training program, that fulfils organisational performance needs and requirements.

TARGET PARTICIPANTS

Cross functional employees. Those that where their work requirements interrelates with others in delivering the required results. However, other group of employees may also attend, deem fit by the organisation.





OBJECTIVES

WHAT WE INTEND TO DO

In order to create a Culture of High Performance Teamwork, the program intend to achieve its objectives by approaching the participants through its simplest methodology, the stages involved are:

- ☒ Clarifying and endorsing work collaboration by establishing the understanding of the importance of team collaboration, and the 'How To ' in achieving team effort within the organisation.
- ☒ Identifying those issues which inhibits the team from reaching their full potentials, identifying Key Result areas and Departmental and Organisational goals.
- ☒ Addressing and Overcoming the Dysfunction Of Work and Team issues, removing the inhibitors and enable the organisational goals to be achieved.

WHAT WE INTEND TO ACHIEVE

- ☒ Increased coherence, and efficiency.
- ☒ Greater involvement, commitment and communication for better work performance.
- ☒ Better use of diverse talents, knowledge and experience.
- ☒ Improved leadership, ownership, accountability and enhanced management skills .
- ☒ More equitable sharing of leadership and management responsibilities.





DURATION

3 days 2 nights, Full board training.

LANGUAGE

Bahasa Malaysia and/or English. Dual language delivery.

TRAINING METHODOLOGY



Interactive Lectures



Indoor And Outdoor Experiential Learning Activities



Team Based Activities



Brainstorming And Discussions



Video Learning

TRAINING VENUE

Training venue is up to the discretion of the organiser. The organiser is required to deal directly with the venue operators.

Please note that all expenses incurred on accommodation, food and refreshments is claimable under the PSMB-SBL scheme. Organisers are advised to include the logistic cost into the application for PSMB-SBL during submission.





TRAINING CONTENT / SYLLABUS

MODULE 1: BACK TO BASIC

- Work ; a next degree- new habits of work performance
- Ownership, responsibility and accountability
- Managing and making things work results : your role
- Individuality, group or team

MODULE 2: UNDERSTANDING THE CONCEPT OF TEAM WORK

- What is team-building
- Principles of Team-working
- Steps into creating an EffectiveTeam.
- The Five Dysfunction of Teams

MODULE 3: ALIGNING TEAM EFFORTS FOR RESULTS

- Understanding the critical contributions of each team members
- Managing, Leading Team and Organisational Vision and Mission
- Understanding functional role and coordinated work efforts in team
- Expectations, Functions, Role and Responsibilities

MODULE 4: TEAM & LEADERSHIP

- Why Leadership?
- Perspective of Leadership - Values, Qualities, Characters & Competencies
- Core Competencies of a Leader
- Employee Engagement; It's importance and The How To's
- Developing Excellence among Your Team Members
- Factors contributing to effective leadership • Mistakes that most leaders do.
- The do's and don'ts in leadership practices





TRAINING CONTENT / SYLLABUS

MODULE 5 : EFFECTIVE COMMUNICATION IN TEAM

- Understand Communication and It's Impact on Your Daily Work Interactions.
- Communication, Interpersonal Skills and Your Customers
- Recognising the Impact of Positive vs Negative Communication
- Why listening is so important?
- The 5 Keys on Becoming a Great Listener: Focus, Show, Eye, Mirroring & Questioning Skills
- Questions in Communication : Asking the right questions.

MODULE 6 : PASSION INTO PORTFOLIO

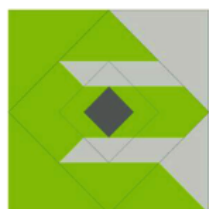
- It Begins with you - Your Start Up.
- Leading Yourself Into Excellence
- Your 30 days Personal Improvements Action Plan.





DAY ONE

TIME	DETAILS	ACTIVITY	REMARKS
8:45AM	<ul style="list-style-type: none">Registration of ParticipantsBriefings By Program SecretariatTrainer's /Facilitator's Introduction		
9:00am	Ice Breaker & Warming Up	Zip,Zap Zoom Magic Blanket	<ul style="list-style-type: none">Ice Breaker activities fires up the participants into full participation with the aspect of understanding the concepts of work, and getting the participants to know each other.
9:30am	Session 1: Back To Basic	<ul style="list-style-type: none">Team FormationForming & NormingTeam Vision and MissionThe War Cry	<ul style="list-style-type: none">Creating the sense of belongingnessPurpose of Vision and MissionSpirit of Togetherness
10:00am	Coffee Break / Off Classroom Discussion		
10:30am	Session 2: Understanding The Concept of Teamwork.	<ol style="list-style-type: none">Performance RallyStocks	<ul style="list-style-type: none">Team PerformanceExpanding the Performance ZoneKaizen - The practical wayTeam Members Engagement
12:45pm	Lunch / Rest		
2:00pm	Session 3: Continuation Of The Understanding The Concept of Teamwork	Team Scavenger Hunt / Team Treasure Hunt.	



TIME	DETAILS	ACTIVITY	REMARKS
3:00pm	Coffee Break / Rest		
3:30pm	Session 4: Aligning Team Effort For Results	The Pyramid	Team Performance
5:00pm	Session 5: Team Competition	Blanket Volleyball Caterpillar Race	<ul style="list-style-type: none"> Team Competition Team Performance
7:00pm	Dinner / Rest		
8:00pm	Session 6: Team Leadership	Tic,Tac,Toe Personality Profiling	<ul style="list-style-type: none"> Classroom Practical Leadership Development Personal SWOT
10:00pm	Supper - End of Day One		

Day Two

TIME	DETAILS	ACTIVITY	REMARKS
7:30am	Morning Exercise / Aerobics Breakfast Prep For Training	Positivity Quadrant	<ul style="list-style-type: none"> Sessions where participants share their positive thoughts for the day. Choose the positive slogan for the day and stay positive for the day based on the slogan they choose.
9:00am	Session 7: Team Communication	Outdoor Mine Field	<ul style="list-style-type: none"> Team Communication Team Empowerment Team Shared Leadership
10:00am	Coffee Break		



TIME	DETAILS	ACTIVITY	REMARKS
10:30am	Session 8 : Team Leadership : Team Integration and Aligning The Team Members	The FISH POND	<ul style="list-style-type: none">• Team Communication• Team Interactions• Team Alignment
1:00pm	Lunch Break / Rest		
2:00pm	Session 9: Effective Team Communication	Ball Rally Team Construct - Castle Building	<ul style="list-style-type: none">• Team Communication• Team Leadership• Team Movements and Directions
3:00pm	Coffee Break / Rest		
3:30pm	Session 10: Team Conflict	Card Rally	<ul style="list-style-type: none">• Team Conflict• Team Performance• Team Communication• Balancing Task and People
5:00pm	Session 11 : Team Creativity	Outdoor Creativity Games Ball Rally II Water Polo	<ul style="list-style-type: none">• Team Leadership• Team Performance• Team Communication
7:00pm	Dinner / Rest		
8:00pm	Session 12 : Workshop - Overcoming Dysfunction of Teams	Classroom	
1:00pm	Supper End of Day Two		



EDUTECH

ENGAGE | EDUCATE | EMPOWER

DAY THREE

TIME	DETAILS	ACTIVITY	REMARKS
7:30am	Morning Exercise / Aerobics Breakfast Prep For Training	Positivity Quadrant	<ul style="list-style-type: none">• Sessions where participants share their positive thoughts for the day.• Choose the positive slogan for the day and stay positive for the day based on the slogan they choose.
9:00am	Session 13: Team Decision and Problem Solving	<ul style="list-style-type: none">• Balloon Transfer• Blind Feed• Toxic Pond• Giant Acronym	<ul style="list-style-type: none">• Team Interactions• Team Performance• Team Communication• Team Leadership
1:00am	Coffee Break / Rest / Off Classroom Discussions		
10:30am	Continuation of Team Decision, Problem Solving and Activities	Pitfall Blow-Pong Duct Tape Rally	<ul style="list-style-type: none">• Team Interactions• Team Performance• Team Communication• Team Leadership
1:00pm	Lunch Break / Rest		
2:00pm	Session 14: Team Performance Review	Classroom	
3:00pm	Coffee Break / Rest / Off Classroom Discussions		
3:30pm	Team Performance Review Continuation	Classroom	



EDUTECH

ENGAGE | EDUCATE | EMPOWER

TIME	DETAILS	ACTIVITY	REMARKS
4:00pm:	Program Review / Program Assessment / Program Evaluation / Closing / Certificate Presentation		
5:00pm:	Program ends		

Edutech Management Team:





EDUTECH

ENGAGE | EDUCATE | EMPOWER

LOGISTIC

Organization is to provide the necessary needs and requirements for the trainers / facilitators.

- Accommodation Facilities
- Food and refreshment,
- Classroom setting with whiteboard and flip charts
- LCD Projector and P.A. System and other related

Requirements to complement the training delivery

PAYMENT METHOD

PROFESSIONAL FEE:

- The professional fees per day RM xxxx. Fee is not inclusive of food and refreshment for the participants, trainer/s and facilitators.
- Fee is inclusive of training materials, certificate of participation & trainers fee.

All payment is to be made to **EDUTECH TRAINING CENTRE SDN BHD**, Cross Account payee or Direct Electronic Transfer to **EDUTECH TRAINING CENTRE SDN BHD**, Bank Account No: **3182597332**, **PUBLIC BANK BARHED, MALAYSIA**

OUR TERM OF PAYMENT:

A 40% Confirmation Fee is required to secure the program.

- The balance of payment is to be delivered upon the completion of the training itself.
- However, if there is other term and condition as per the payment, the organizer is requested to discuss further with the training provider

