



Building High-Performing Teams: Collaboration and Performance

T A L E N T
C A T A L Y S T
C O R P O R A T I O N

Week 1: Introduction to High-Performing Teams

- Understanding the characteristics of high-performing teams
- Benefits and importance of team collaboration and performance
- Roles and responsibilities within a team
- Building trust and establishing team norms
- Introduction to team dynamics and communication

Week 2: Team Formation and Development

- Stages of team development (Forming, Storming, Norming, Performing)
- Team formation strategies and techniques
- Addressing conflicts and fostering healthy team dynamics
- Enhancing collaboration and cooperation within the team

Week 3: Effective Team Communication

- Importance of effective communication in team performance
- Active listening and clear communication techniques
- Verbal and nonverbal communication skills
- Overcoming communication barriers within a team

Week 4: Team Roles and Responsibilities

- Identifying individual strengths and assigning appropriate roles
- Balancing roles and responsibilities within the team
- Developing a shared understanding of roles and expectations
- Promoting accountability and ownership



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TALENT
CATALYST
CORPORATION

Week 5: BREAK

Week 6: Building Trust and Psychological Safety**

- The role of trust in team performance
- Strategies for building trust within a team
- Fostering psychological safety for open communication and risk-taking
- Managing conflicts and building relationships based on trust

Week 7: Goal Setting and Performance Management

- Setting SMART goals for team and individual performance
- Monitoring and measuring team progress
- Providing constructive feedback and recognition
- Strategies for performance improvement and motivation

Week 8: Collaboration and Decision-Making

- Effective collaboration techniques and tools
- Consensus-building and decision-making processes
- Balancing individual and team decision-making
- Leveraging diversity for better decision outcomes

Week 9: Conflict Resolution and Mediation

- Understanding different types of conflicts in a team
- Conflict resolution strategies and techniques
- Mediation and negotiation skills
- Promoting a positive and constructive conflict culture



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Week 10: Emotional Intelligence in Teams

- Understanding emotional intelligence and its impact on team dynamics
- Developing emotional intelligence skills
- Managing emotions in the team environment
- Cultivating empathy and self-awareness within the team

Week 11: Effective Team Meetings and Facilitation

- Planning and conducting effective team meetings
- Facilitation techniques for productive discussions
- Time management and agenda setting
- Engaging all team members in meetings

Week 12: Building a Culture of Collaboration

- Creating a collaborative team culture
- Promoting knowledge sharing and learning within the team
- Encouraging innovation and creativity
- Building strong relationships and networks

Week 13: Virtual Teams and Remote Collaboration

- Strategies for successful virtual team collaboration
- Overcoming challenges in remote teamwork
- Communication tools and technologies for remote collaboration
- Building trust and maintaining team cohesion in a virtual environment



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Week 14: Sustaining High-Performing Teams

- Strategies for sustaining team performance over time
- Recognizing and celebrating team achievements
- Encouraging continuous learning and development
- Final project presentations and course wrap-up