



# Managing Teams

## Course objectives

Successful completion of this course will increase your knowledge and ability to:

- ✓ Successful completion of this course will increase your knowledge and ability to:
- ✓ Determine the fundamentals for establishing a team
- ✓ Develop a team charter and project plan
- ✓ Clarify team roles and personality types
- ✓ Define leadership responsibilities and functions
- ✓ Understand how to lead through coaching
- ✓ Facilitate team meetings effectively
- ✓ Make decision-making beneficial
- ✓ Handle conflict appropriately
- ✓ Understand and deal with communication issues
- ✓ Troubleshoot problem situations on the team
- ✓ Measure a team's success
- ✓ Reward team accomplishments