



TEAM SYNERGY



LEWIS WAY | WHERE LEARNING
LEADERSHIP DEVELOPMENT | AND
PASSION CONNECTS

TEAM SYNERGY COURSES

The Foundation of LWLD Team Synergy Content



Teams require **CONNECTION**.



Teams require **HONESTY**.



Teams require **TRUST**.



Teams require **Productive Communication**.

GOOD
VIBES
ONLY

TEAM SYNERGY COURSES

Course: **Building Blocks Better Teams**



Teams are an important building block of successful organizations. Whether the focus is on service, quality, cost, value, speed, efficiency, performance, or other similar goals, teams are the basic unit that supports most organizations.

With teams at the core of corporate strategy, your success as an organization can often depend on how well you and other team members operate together. How are your problem-solving skills? Is the team enthusiastic and motivated to do its best? Do you work well together? This one-day course can help you

get there!

What Will Students Learn?

- ✓ **The value of working as a team**
- ✓ **How to develop team norms, ground rules, and team contracts**
- ✓ **Their team player style and how it can be used effectively**
- ✓ **Ways to build team trust**
- ✓ **The stages of team development and how to help a team move through them**
- ✓ **The critical role communication skills will play in building and maintaining a team atmosphere**
- ✓ **Ways that team members can be involved and grow in a team setting**

TEAM SYNERGY COURSES

Course: **Creating Team Accountability**



Organizations who promote accountability are more successful and more productive. In this one-day workshop, you will learn about what accountability is, how to promote it in your organization, and how to become more accountable to yourself and others.

What Will Students Learn?

- ✓ Understand what accountability is and what events in history have shaped our view of it
- ✓ Identify the requirements for personal and corporate accountability
- ✓ Apply the cycle of accountability and the fundamental elements required to build an accountable organization
- ✓ Describe what individuals must do to become accountable
- ✓ Build skills required for accountability, including goal setting, giving and receiving feedback, and delegation
- ✓ Pinpoint ways to build ownership in your organization
- ✓ Isolate areas for further self-improvement

TEAM SYNERGY COURSES

Course: [How to Stop Bullying in the Workplace](#)



Bullying is called the silent epidemic. Although half of workers have experienced or witnessed bullying, policies and laws dealing with it are far less prevalent. This is, in part, because bullying can be hard to identify and address. People wonder, what does bullying look like? How can we discourage it in our workplace? What can I do to protect my staff and co-workers? All of these questions (and more!) will be answered in this one-day workshop.

What Will Students Learn?

- ✓ **Define what bullying is and is not**
- ✓ **Understand the costs of bullying to people and organizations**
- ✓ **Identify bullying behaviors and the reasons behind them**
- ✓ **Know some ways to prevent bullying and understand what role you can play**
- ✓ **Know some ways to protect yourself from bullying**
- ✓ **Know what to do if you are bullied**
- ✓ **Identify appropriate solutions for a bullying incident (within and outside the organization)**
- ✓ **Be able to assist in creating an anti-bullying policy**

TEAM SYNERGY COURSES

Course: Time Management



Time is money, the saying goes, and lots of it gets lost in disorganization and disruption. We also deal with a constant barrage of technology, people, and tasks that can contribute to that disorganization. Many people find that they flit from one task to another, trying to get everything done. In this one-day workshop, you will learn how to make the most of your time by getting a grip on your workflow and office space, using your planner effectively, and delegating some of your work to other people.

What Will Students Learn?

- ✓ Better organize yourself and your workspace for peak efficiency.
- ✓ Understand the importance of, and the most useful techniques for, setting and achieving goals.
- ✓ Identify the right things to be doing and develop plans for doing them.
- ✓ Learn what to delegate and how to delegate well.
- ✓ Take control of things that can derail your workplace productivity.

TEAM SYNERGY COURSES

Course: **Creating a Positive Work Environment**



Not all of us have had the opportunity to work in a truly positive work environment. A positive work environment is important for the productivity of a company but it is also important to us personally. Our emotional and physical health can be improved by working in a positive work environment. We should wake up each morning wanting to go to work - not trying to think of excuses to not go. We want to be proud of where we work and enjoy telling others about where we work. As an employee or a leader within a company you have a responsibility to create and maintain a positive work environment. Everyone has a responsibility to create and maintain a positive work environment. This course will give you tools to be able to create the type of company environment that you crave through building and nurturing effective workplace relationships.

What Will Students Learn?

- ✓ Recognize what a positive workplace looks like
- ✓ Know and understand the key elements necessary to create and maintain a positive work environment
- ✓ Understand as an employee what you can do personally to create and maintain a positive work environment
- ✓ Understand as a leader the responsibility you have to create and maintain a positive work environment
- ✓ Discover what type of team player you are and how that relates to your functioning in the team
- ✓ Know the importance of effective workplace relationships in creating and maintaining a positive work environment
- ✓ Know and understand the importance of working as a team and guidelines to good teamwork
- ✓ Discover your personal strengths and weaknesses in working cooperatively
- ✓ Discover your preference for dealing with workplace conflict

TEAM SYNERGY COURSES

Course: **The Keys to a High Performing Teams**



Success as a manager is heavily influenced by how well your team operates and what kind of results they achieve. Is your team able to solve problems? Can they resolve conflict? Are they enthusiastic and motivated to do their best? Do they work well together? This three-day workshop is designed for participants who want to develop their team leadership skills and unleash the talent of their individual team members.

What Will Students Learn?

- ✓ Identify different types of teams.
- ✓ Build teamwork by recognizing and tapping into the 12 characteristics of an effective team.
- ✓ Promote trust and rapport by exploring your team player style and how it impacts group dynamics.
- ✓ Recognize the key elements that move a team from involvement to empowerment and how to give these elements to your team.
- ✓ Develop strategies for dealing with team conflict and common problems.
- ✓ Understand how action planning and analysis tools can help your team perform better.

ADDITIONAL LWLD COURSES

- **Creating a Dynamite Job Portfolio**
- **Getting Your Job Search Started**
- **NLP: An Introduction to Neuro Linguistic Programming**
- **NLP (Neuro Linguistic Programming): Tools For Real Life**
- **Creative Thinking And Innovation**
- **Managing Pressure and Maintaining Balance**
- **Networking for Success**
- **Working Smarter: Using Technology to your Advantage**
- **Business Etiquette: Gaining that Extra Edge**
- **Research Skills**
- **Writing Reports and Proposals**
- **Advanced Writing Skills**
- **Business Writing That Works**
- **Conducting Accurate Internet Research**
- **Developing Your Executive Presence**
- **Creating Winning Proposals in a two-day course**
- **Skills for the Administrative Assistant**
- **The Minute Taker's Workshop**
- **Goal Setting**
- **Creating a positive working relationship**
- **Identifying and Combatting Fake News**
- **Workplace Harassment: What It is and What to Do About It**
- **Dealing with Difficult People**
- **Dispute Resolution: Mediation through Peer Review**
- **Workplace Violence: How to Manage Anger and Violence in the Workplace**
- **Orientation Handbook: Getting Employees Off to a Good Start**
- **Code of Conduct: Setting the Tone for Your Workplace**
- **Creating a Positive Work Environment**
- **Workplace Diversity Training: Celebrating Diversity in the Workplace**
- **Bullying in the Workplace**
- **Problem Solving and Decision Making**
- **Behavioral Interviewing Techniques**
- **Orientation Handbook: Getting Employees Off to a Good Start**
- **Creating a Top Notch Talent Management Program**
- **Dispute Resolution: Mediation through Peer Review**
- **Onboarding -The Essential Rules for a Successful Onboarding Program**
- **Business Succession Planning: Developing and Maintaining a Succession Plan**
- **Anger Management: Understanding Anger**
- **Managing Employee Performance**
- **All You Need to Know for project management**
- **Project Management: All You Need to Know**
- **Workplace Success: Eight Key Skills You'll Need**

ADDITIONAL LWLD COURSES

- **Basic Business Management: Boot Camp**
- **Writing A Business Plan**
- **Entrepreneurship 101**
- **Intrapreneurship**
- **Communications for Small Business Owners**
- **Marketing for Small Businesses**
- **Building a Consulting Business**
- **Training HR for the Non HR Manager**
- **The Professional Supervisor**
- **Delegation: The Art of Delegating Effectively**
- **Inventory Management: The Nuts and Bolts**
- **Project Management Fundamentals**
- **Intermediate Project Management**
- **Advanced Project Management**
- **Understanding Project Management**
- **Risk Management**
- **Meeting Management: The Art of Making Meetings Work**
- **Talking To Employees About Personal Hygiene**
- **Conference and Event Management**
- **Negotiating for Results**
- **Managing the Virtual Workplace**
- **Marketing And Sales**
- **Effective Planning And Scheduling**
- **Business Leadership: Becoming Management Material**
- **Conversational Leadership**
- **Workplace Health and Safety: The Supervisor's Role and Responsibilities**
- **Facilitation Skills**
- **The Practical Trainer**
- **Using Activities to Make Training Fun**
- **Training with Visual Storytelling**
- **Developing a Training Needs Analysis**
- **Measuring Training Results**
- **Developing a Lunch and Learn Program**
- **Strategic Planning**
- **Business Ethics For The Office**
- **Safety in the Workplace**
- **How to Manage Anger and Violence in the Workplace**
- **Employee Accountability**
- **Balanced Scorecard Basics**
- **Disability Awareness: Working with People with Disabilities**
- **Business Process Management**
- **Knowledge Management**
- **Creating a Workplace Wellness Program**
- **Developing a High Reliability Organization**
- **Encouraging Sustainability and Social Responsibility in Business**
- **Planning for Workplace Safety**
- **Developing a Safety Procedures Manual**
- **Creating Successful Staff Retreats**
- **Digital Citizenship: Conducting Yourself in a Digital World**