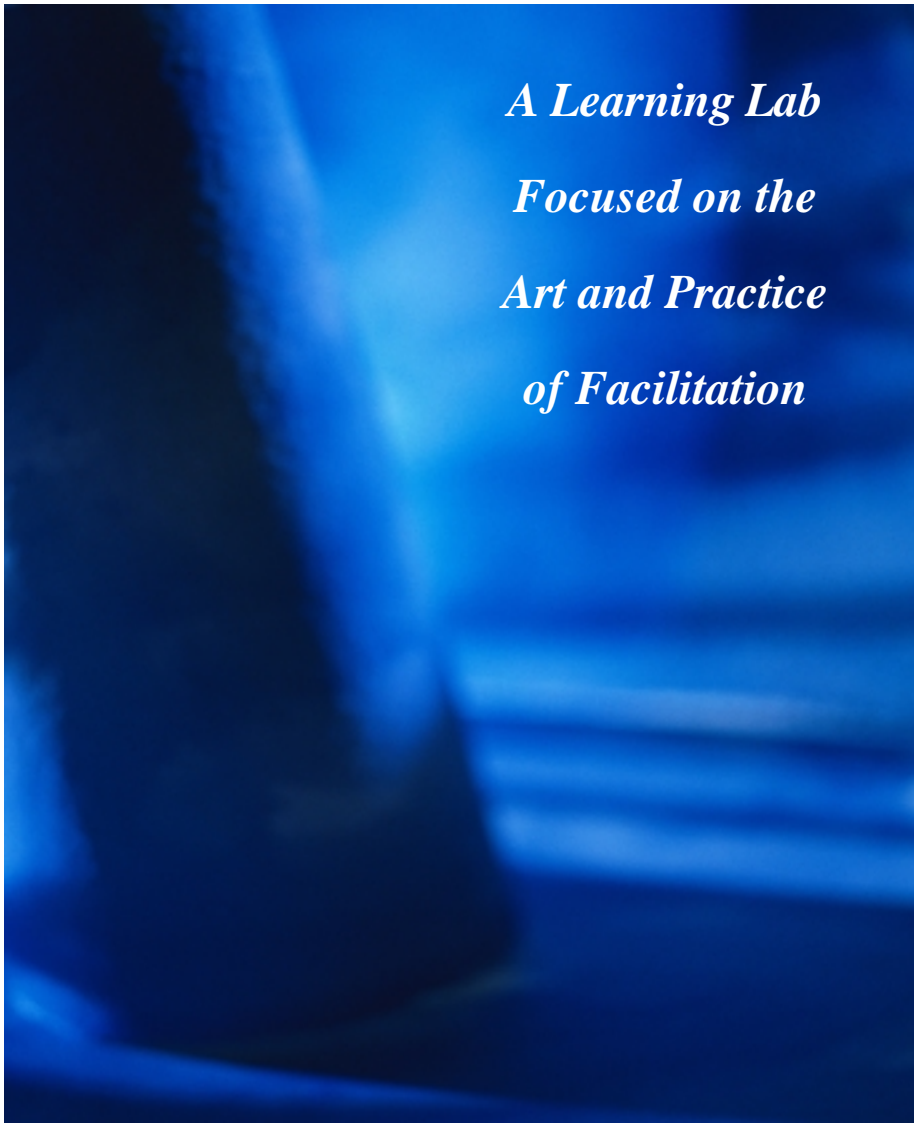


FROM THE ACADEMY FOR CORPORATE EXCELLENCE

FACILITATING TEAMSSM



*A Learning Lab
Focused on the
Art and Practice
of Facilitation*

Harnessing the Power of Teams for
Constructive Change

Facilitating TeamsSM

Offered by the Academy for Corporate Excellence

WHAT IS FACILITATING TEAMSSM ALL ABOUT?

At the Academy for Corporate Excellence we have worked with more than a thousand teams in the past ten years. We have seen effective, high performance teams, as well as those that are less than effective. All of the successful teams share certain abilities: they are able to facilitate their own progress toward objectives, and they reflect on how they are working together. The collaborative power of teams can only be realized when teams work collaboratively and not simply as a group of individuals. Strong facilitation skills can help a group develop into a collaborative, high performance team.

All principals and consultants at the Academy are strong group process facilitators. The Facilitating TeamsSM program represents a compilation of our own best practices in team development and group process over the last decade. We strongly believe that teams are a critical component to the changing nature of work and of our economy.

THE CHANGING NATURE OF WORK

As we have all experienced, the workplace is changing to include more group work on projects, more work with teams and a continued emphasis on collaboration and involvement-based work environments. Particularly as we learn more about the dynamics of this new electronic economy, facilitation skills can help any organization in its efforts to speed up decision-making and improve the effectiveness of those decisions.

HOW CAN FACILITATING TEAMS HELP YOUR ORGANIZATION?

An individual or team in your organization who is skilled in facilitation helps advance your change initiatives, improvement projects, brainstorming sessions, or quality process. A skilled facilitator can help a group arrive at good, sound, decisions by helping the group make the most effective use of its skills and time. If your organization is moving in the direction of workteams, then facilitation skills are critical to making them effective. Effective facilitation promotes: *clear objectives—effective time use in meetings—balance between process and content—win/win approaches to decision-making—open communication—healthy conflict resolution*

THE EXPERIENCE OF FACILITATION

Facilitation cannot be learned simply through observation or discussion of techniques, it must be experienced. The Facilitating TeamsSM program is a five-day learning lab where participants learn-by-doing. We use regular feedback to help promote effective facilitation skills. Participants actively practice facilitation skills in the following Core Areas:

FOUNDATION SKILLS

The Role of Facilitator
Facilitation versus Presentation
The Benefits of Collaborative Work
The Language of Facilitation
The Use of Facilitation
The Facilitation Skills Checklist

GROUP & TEAM DYNAMICS

Stages of Team Development
Decision-Making Methods
Facilitation and the MBTI
Conflict Resolution Strategies
Meeting Dynamics
Group Participation

APPLYING FACILITATION

Process Improvement
Problem-Solving Techniques
Process Mapping and Measurement
Goal Setting
Creative Thinking & Idea Generation

UNDERSTANDING CHANGE

Models for Change Management
Change versus Transition
Strategies for Implementing Change
Recognizing and Overcoming Resistance

Locations

Facilitating TeamsSM is held several times throughout the year in the New England Area and Florida. Or, we can bring Facilitating TeamsSM to your organization, department or team.

For More Detailed Information Please Contact Us:

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Realizing the Benefits of Collaboration