



**TOGETHER
EVERYONE
ACHIEVES
MORE**

*Team **Building** Presentation*

OVERVIEW



- What is a Team?
- Who is a Team Player?
- What is Team Building?
- Why is Team Building important?
- What makes a Team effective?
- How to Maintain Team Morale
- Team Building Stages
- Help! My Team is not Working Together
- Key Team Leadership Skills
- Key Team Relationship Building Skills



What is a Team? Who is a Team Player? What is Team Building?

- In simplest terms, a **team** involves a group of people working effectively together to achieve an agreed goal
- **A team player** is someone who is able to get along with colleagues & work together in a cohesive group
- **Team building** is the process of establishing and developing a greater sense of collaboration and trust between team members.

A large orange circle is positioned on the left side of the slide, partially overlapping the text.

Familiar Examples

Athletic team

Volunteer committee

Business team

Quality improvement team



Why is Team building important?

1. A team usually generates results that are greater/better than those produced by individual members
 2. Working together can sustain enthusiasm & galvanize the support needed to complete a task.
 3. Teams can generate more innovative ideas to contribute to the organization's success.
- 

What makes a Team Effective?

- 1) Team is not too big or small – 5 – 13 persons
- 2) The team has a clear goal and all members are committed to accomplishing it.
- 3) There are well defined roles & responsibilities and members are competent in their team roles
- 4) There are good inter-personal relationships.
- 5) Team members are willing to learn and to consider new ideas. So members feel comfortable to share.
- 6) Participation, Inclusion and Ownership are promoted & decisions are made mainly by consensus.
- 7) The team marks/ celebrates project milestones and assesses progress toward the goal.



How do we Maintain Team Morale?

- Support
- Resources
- Communication
- Personalities





Team Morale:

- **SUPPORT:** Management supports and encourages the work of the team.
- **RESOURCES:** The team is provided with sufficient resources to accomplish the task/ goal.
- **COMMUNICATION:** Information for decision making is communicated in a timely manner
- **PERSONALITIES:** Self-motivating team members will help keep the team spirits alive.





Personality Types

- MYERS- BRIGGS TYPE INDICATORS
- Extraverts - Introverts
- Sensors – iNtuitive
- Thinker – Feeler
- Judger - Perceiver

Team Building Stages



FORMING



STORMING



NORMING



PERFORMING



TRANSFORMING/ADJOURNING



Forming



- Team members meet and introduce themselves.
- A facilitator or leader is assigned or selected.
- The team may set ground rules for the process.
- Discussions about the project scope, goals, and timeframe begin.

The Forming stage includes polite but not deep conversation.



Storming

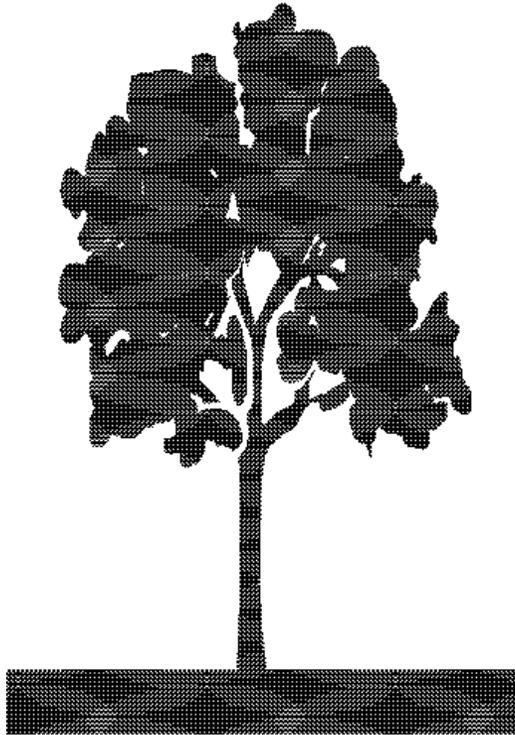
- Members may compete for leadership of the group.
- Conflicting ideas are expressed.
- Some members speak little; others dominate the discussion.
- Members argue about how to accomplish project goals and how to measure success.
- *The Storming stage is uncomfortable, but entirely normal.*



Norming



- Members reconcile differences.
- Members now feel part of a productive group.
- The team reaches agreement on goals and how to achieve them.
- Information is freely shared.
- *During the Norming stage, teams begin to make significant progress.*



Performing

- Members understand their roles and trust one another to complete tasks.
- Obstacles are easily overcome.
- Productivity is high; each member contributes his/her skills and knowledge.
- *In the Performing stage, decision-making becomes easier because the group is truly functioning as a team.*



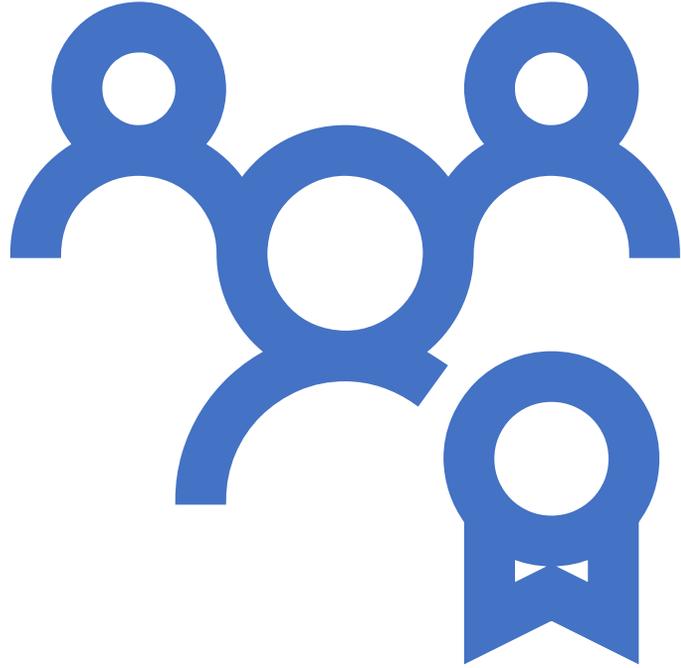
Transforming/Adjourning

- After goals are met, results evaluated and accomplishments acknowledged:
 - The team may be dismissed,
 - The team may be assigned a new project, or
 - Some members may leave the team and new members join for a new project.



MY TEAM IS NOT WORKING WELL
TOGETHER!

Storming Diagnosis



- Do we have common goals/objectives?
- Have the roles and responsibilities been well defined?
- Do our Task, Communication and Decision Making systems work?
 - Defined Tasks
 - Clear Communication
 - Well established decision procedures
 - Ground Rules documented
 - Inclusive/ balanced Participation
- Do we have adequate interpersonal skills?

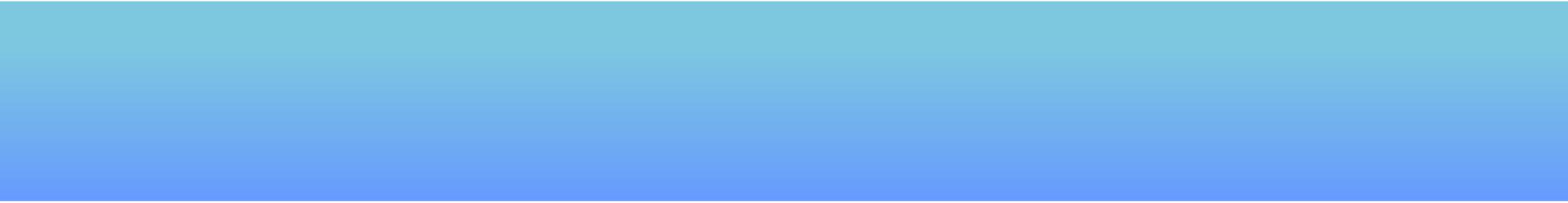


Key Team Leadership Skills

1. Keep the team focused on the task
2. Encourage & Maintain open communication
3. Motivate & inspire the team
4. Facilitate problem solving and collaboration
5. Maintain healthy group dynamics
6. Encourage Innovation & Creativity
7. Recognize & celebrate individual team member contributions

Key Team/Relationship Building Skills

- Listen
- Question
- Persuade
- Encourage
- Respect
- Resolve conflicts
- Help
- Share
- Participate



Presenting & Public Speaking

Presentation Outline



- What is Public Speaking?
- Types of Public Speaking
- Preparing for Public Speaking
- Know your Audience
- Preparing your Public Speaking Message
- Delivering your Speech/Presentation
- Public Speaking Pitfalls to avoid
- Dealing with Fear in Public speaking

What is Public Speaking?

- A means of communication – often involves verbal and may include the use of visuals
- In a meeting/gathering (could be on air or in virtual – e.g. in a video conference)
- To a group of people (the audience)
- On a specific topic
- Usually to achieve specific objective(s)
- Within a specified timeframe



Preparing for Public Speaking



Think of your speech/presentation like an iceberg/rock: the delivery - is a small part of the whole. Preparation is the bulk of it

- Be clear on the objectives of the meeting/gathering
- Be clear on the objectives/focus of your presentation
- Put yourself in the right state of health
- Put yourself in the right frame of mind – be psychologically prepared

Preparing for Public Speaking



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Preparing for Public Speaking



- Know the subject/issue - Research on the subject matter – get enough information
- Always find out how long you have to talk and check if this includes or excludes time for questions.
- Identify which presentation style and visualisation tools you will use
- Prepare answers for anticipated questions



Preparing for Public Speaking



- ❑ Understand the context of your presentation - Ask yourself the following questions:
 - ❖ When and where will you deliver your presentation?
 - ❖ Will it be in a setting you are familiar with, or somewhere new?
 - ❖ Will the presentation be within a formal or an informal setting?
 - ❖ Will the presentation be to a small group or a large crowd?

Preparing for Public Speaking



- ❑ Who are your audience?
 - ❖ Do your audience profiling - their level of education, their interests, political affiliation
 - ❖ To determine your dress code/appearance, language
 - ❖ The size of the group or audience expected.
 - ❖ The age range
 - ❖ Gender - will the audience be predominantly male or female?
 - ❖ Is it a captive audience or will they be there out of interest?
 - ❖ Will you be speaking in their work, social or leisure time?

- ❑ Prepare your speech/presentation based on your background knowledge and be sure to rehearse many times



Crafting Your Public Speaking Message



- Have a clear objective
- Focus on one topic
- List the key concepts and points to convey
- Begin to think about ways of illustrating the key points
- Keep your audience in mind
- Choose the right words and images
- Tell a story – let your thoughts flow
- Keep it simple, at the beginning – the questions will come after



Audience Expectations



- Animation.
- Articulation.
- Candour.
- Confidence.
- Dynamism.
- Enthusiasm
- Passion.

Delivering your Speech/Presentation



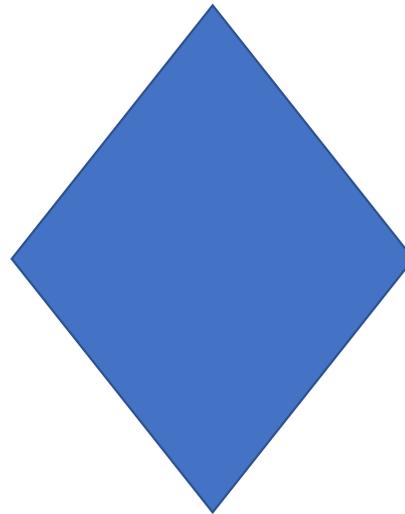
How you say things may often appear to be more important than what you say.

Be mindful of your:

- Voice
- Body language
- Visual Aids
- Allotted time
- Project confidence

Opening/Introduction

Tell them what you are going to tell them



Body – Main discussion

Tell them

Closure/Conclusion

Tell them what you told them

Delivering your Speech/Presentation



Voice

- ❑ The best speaking voice is
 - ❖ Conversational
 - ❖ Natural, and
 - ❖ Enthusiastic.

- ❑ Alter the pitch of your voice to prevent yourself from sounding monotone.

- ❑ Speak loudly enough to be heard by everyone in the room



Voice

- ❑ Vary the volume of your voice to maintain interest and emphasize key points.

- ❑ Stress certain words as another way to add emphasis.

- ❑ Alter the rate at which you speak to maintain interest and add emphasis.

- ❑ Pause after important ideas to allow the audience time to grasp them.

Delivering your Speech/Presentation



Gestures/Body Language

- Maintain eye contact with members of the audience
- Use positive facial expressions such as smiles, looks of empathy and encouragement to communicate emotions.
- Stand naturally with your feet spread slightly apart and arms relaxed at your sides.
- Maintain the attention of the audience by making your movements unpredictable.

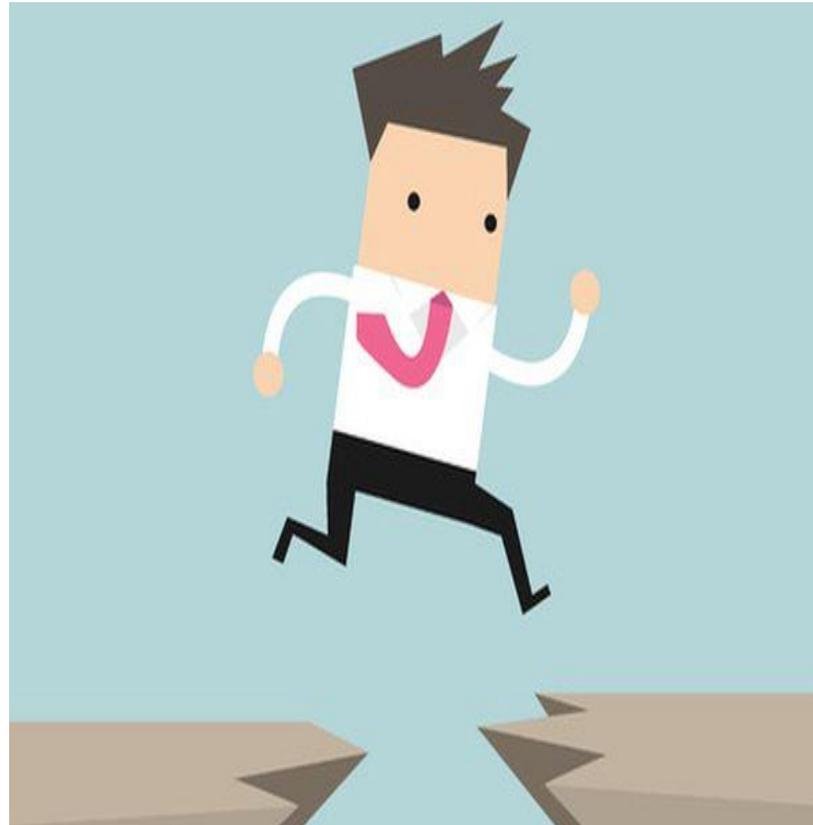


- Use appropriate visual aid to emphasize main ideas, illustrate a concept, or stimulate the interest of your listeners

Public Speaking Pitfalls to Avoid



- Lack of Preparation
- Not Knowing the Audience
- Inappropriate Dressing
- Poor Use of Visuals
- Non-Functioning Equipment
- Putting too many words on your slides
- Overusing color, flash, graphics, and animation



- Reading your presentation or notes
- Not engaging your audience
- Inappropriate Humor
- Starting or Ending a Presentation Late
- Taking too much time
- Using a Monotone Voice.
- Having multiple messages on a single slide.
- Presenting the wrong image.

Dealing with Public Speaking Pitfalls



- It is entirely natural to feel nervous before making a presentation
- Being nervous is not a problem or a weakness, you just need to channel your nervous energy wisely.
- It is essential to always be well prepared and well-rehearsed in order to feel confident.
- Keep Your Mind and Body Healthy
- Avoid alcohol/caffeine before your presentation.

Immediately before a presentation,

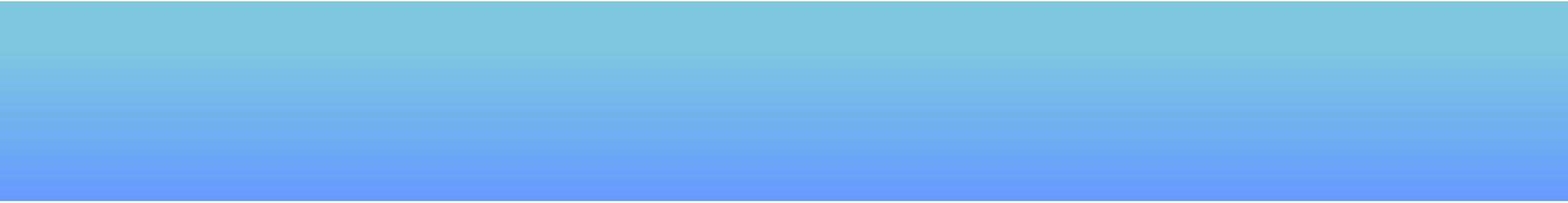
- ❖ Practice Deep Breathing
- ❖ Drink Water
- ❖ Chew Gum
- ❖ Use Visualization Techniques
- ❖ Self-Massage
- ❖ Relaxation Exercises

During the presentation

- ❖ Pause, make eye contact, and smile.
- ❖ Slow Down - Speak more slowly than you would in a conversation
- ❖ Move Around
- ❖ Stop Thinking About Yourself and think about communicating your message as effectively as possible.

After the event

- Focus on the positives of your presentation once you've finished.
- Get feedback
- Try to see any negative points not as a measure of failure but as learning opportunities for future presentations
- Use reflective practice
- Don't beat yourself up
- Treat yourself



Confidence

Presentation Outline



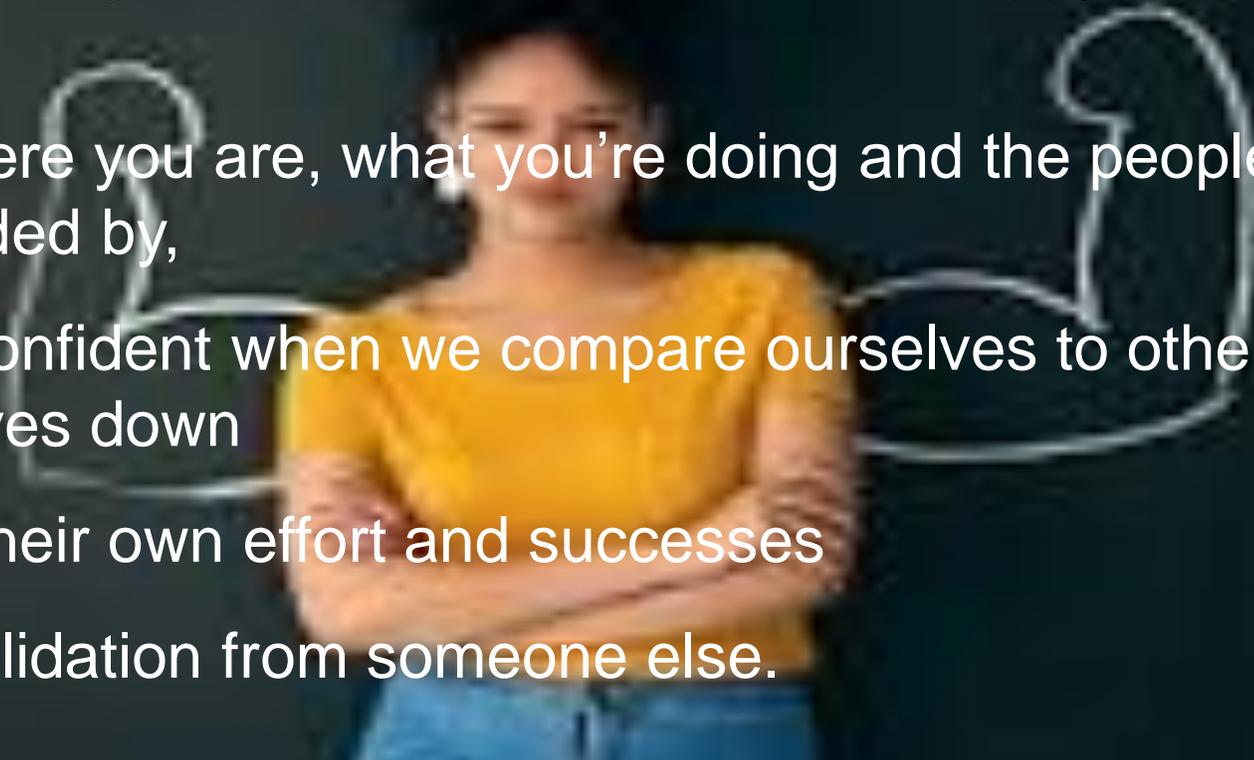
- What is confidence in leadership?
- Why is confidence important in leadership?
- What are the characteristics of a confident leader?
- How can I build my Confidence as a leader?
- Exhibiting Lack of Confidence as a Leader



What is confidence in leadership?



- Confidence in leadership is being:
- self-assured - recognize their self-worth and are happy with who they are.
- Happy with where you are, what you're doing and the people you're surrounded by,
- We are underconfident when we compare ourselves to others and put ourselves down
- Acknowledge their own effort and successes
- Do not need validation from someone else.



Why Confidence is important in leadership?



“Self-confidence is necessary **for leaders to take risks and accomplish high goals**. Leaders who are self-confident tend to deal immediately and directly with problems and conflicts, rather than procrastinating, ignoring, or passing problems to others (Chance and Chance 2002, p. 86)”.

- Confidence **makes it easier to trust a leader- people want to work with leaders they trust.**
- Confidence enables you make spontaneous decisions without having doubt in your ef
- Confident leader has a vision and courage:



Confident leader has a vision and courage

What are the Characteristics of a Confident Leader?



- Self-Awareness and Learning Agility
- Gratitude
- Objective Thinking
- Active Listening
- Celebrates personal victories - Recognize success
- Courageous
- Team Player
- Have better relationships:
- Are motivated and ambitious:
- Are open to risks:
- Accept feedback:
- Think for themselves:



Exhibiting Lack of Confidence as a Leader



- ❑ Small Language
- ❑ Testing Every Decision
- ❑ Failing to Question or Clarify
- ❑ Putting Up With Poor Working Conditions or Behaviour
- ❑ Standing Back Instead of Stepping Forward



How can I build my Confidence as a Leader?



- Check out all the awesome people who think *you're* awesome
- Acknowledge the thing that destroyed your confidence
- Remember who you were
- Have goals written down
- Take yourself away from the toxic situation
- Turn to your mentors
- Fake it till you make it
- Understand that it will take time





THANK YOU FOR YOUR ATTENTION

- *“No man is an island entire of itself!” - John Donne*