

COURSE OVERVIEW SS0940-3D **Team Building**

Course Title

Team Building

Course Date/Venue

Session 1: June 16-18, 2025/Hampstead Meeting Room, London Marriott Hotel Regents Park, London, UK

Session 2: June 29-July 01, 2025/ChitChat Meeting Room, Safir Fintas Kuwait Hotel, Salmiya, Kuwait

Course Reference

SS0940-3D

Course Duration/Credits

Three days/1.8 CEUs/18 PDHs

Course Description



80% of this course is practical sessions where participants will be engaged in a series of interactive small groups, class workshops and role-plays.

Organizations are complex networks of human interaction and at the end it is always people that make things work. If they are willing to cooperate, a system will change and thrive. If they are not, it will die. We all have seen organizations fail because the human aspects of the system were not addressed. So while it is necessary to understand the business processes and technology of our organizations, it is not enough. We have to understand ourselves as well. How we think, feel, and act? What puts us off, and what makes us go? and most of all, how we communicate and convey meaning?

Of all the challenges faced by organizations today, team-building ranks as one of the biggest and most critical. With organizations increasingly dependent on high-performance teams for virtually every imaginable activity, teamwork has become a major business strategy and getting teams to work an absolute necessity. This interactive workshop is designed to give participants a lasting capability to work together in powerful and productive teams. New Leadership and team skills are practiced in faithfully simulated team learning environments.

Going far beyond the basics, this workshop addresses the system forces that typically act to either enhance or dissolve partnering and teamwork. The course uses the talent, wisdom, logic and existing thought patterns of the delegates to forge an improved conceptual model of the organization, from that which exists at the start of the team building process.

Every organization depends on its managers to motivate its staff towards peak performance. However, motivation is indeed a very difficult process. This is primarily because people respond differently to a single stimulus. It is commonly assumed that money is a prime motivator. However, for some, money draws no sparks of enthusiasm at all. While praise and other psychological rewards are viewed as powerful motivational forces, they are of little worth to others.

Managers as leaders of their respective workgroups will need to have the knowledge and intuitive understanding of the "whys" of human behaviors. On the other hand, they will also need to be sensitive on how they themselves will personally impact the culture of their workgroup and hence the effectiveness and motivational level of its staff. While conscious of the two factors impacting the motivation level, the manager as leader will need to create a climate of trust and positive motivation to increase subordinates' performance and satisfaction.

This course will focus on the skills every manager needs to motivate and inspire others from senior colleagues and peer managers to the people for whom they are responsible. A key business skill which, when delivered effectively, dramatically improves morale and productivity and reduces cost, attrition and risk.

Using a variety of innovative techniques that are easily understood, relevant, practical and sensible, delegates will quickly grasp the 'big picture' then step-by-step, drill down to where improvements can be made. Delegates will find the course challenging, thought provoking and rewarding. Ultimately they will leave the course with ideas for improvement and an enthusiastic fresh perspective on the important impacting factors in the organizational environment.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain a good working knowledge on team building and motivation skills
- Carryout various approaches and techniques that will help create and nurture successful professional, productive and happy teams
- Generate true commitment to team building
- Handle resistance to team building
- Accurately assess the team's needs
- Cure dysfunctional teams, resolve team conflict and rebuild team trust
- Use team building to improve productivity, quality and customer satisfaction
- Sustain a highly motivated and effective workforce

- Identify motivating and demotivating factors
- Build a fun-high-energy climate without compromising performance
- Master specific steps to get the performance you really want
- Discover why most organizational reward systems do not work
- Master five steps to insure that your reward system produces consistent positive performance
- Find out what is a more powerful motivator than money
- Find out what empowerment really is and how you can use it to increase employee satisfaction

Exclusive Smart Training Kit - H-STK®



*Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

The course provides an overview of all significant aspects and considerations of team building and motivation skills to enhance the competence of both technical and non-technical personnel such as managers, superintendents, engineers, heads of departments, team leaders and unit supervisors who have to manage or implement manpower development. The course will be additionally of value to staff in support or advisory functions in areas such as strategy, policy, organization, audit, welfare, and projects. Further, the course is very important for senior and middle management staff who need address the strategic challenges facing sustainable business.

Training Methodology

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:-

20% Lectures

80% Practical Exercises, Case Studies, Games, Customized Videos, Site Visits, Simulations, Role Play, Group Skill Sessions, Outdoor & Indoor Activities

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Fee

London	US\$ 6,000 per Delegate + VAT . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Kuwait	US\$ 3,750 per Delegate + VAT . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate(s)


Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **1.8 CEUs** (Continuing Education Units) or **18 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Dr. Chris Le Roux, PhD, MSc, BSc, PMI-PMP, is a **Senior Management Consultant** with over **45 years** of teaching, training and industrial experience. His expertise lies extensively in the areas of **Leadership Skills, Presentation Skills, Communication & Interpersonal Skills, Effective Communication & Influencing Skills, Effective Business Writing Skills, Creative Thinking & Problem-Solving Techniques, Emotional Intelligence, Writing Business Documents, Business Writing (Memo & Report Writing), Leadership & Team Building, Psychology of Leadership, Interpersonal Skills & Teamwork, Coaching & Mentoring, Innovation & Creativity, Office Management & Administration Skills, Controlling Your Time & Managing Stress, Crisis Management, Strategic Human Resources Management, Change Management, Negotiation Skills, Strategic Planning, Risk Analysis & Risk Management, Contract Management, Tender Development, Contract Standards & Laws, Dispute Resolution & Risk Identification, Global Diverse & Virtual Teams Operation, Exceeding Customer Expectations, Corporate Governance Best Practice, Business Performance Management & Improvement, Building Environment of Trust & Commitment, Win-Win Negotiation Strategies, Quality Improvement & Resource Optimization, Neuro Linguistic Programming (NLP), Personal Resilience Developing, Effective Role Modelling & Development, Managing Dynamic Work Environments, Organizational Development, Career Management, Situation & Behaviour Analysis, Interpersonal Motivation Skills, Inventory Management, Financial Administration, Project & Contracts Management Skills, Project & Construction Management, Project Planning, Scheduling & Control, Project Management, Project Delivery & Governance Framework, Project Management Practices, Project Management Disciplines, Project Risk Management, Risk Identification Tools & Techniques, Project Life Cycle, Project Stakeholder & Governance, Project Management Processes, Project Integration Management, Project Management Plan, Project Work Monitoring & Control, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Quality Assurance, Project Human Resource Management and Project Communications Management. Further, he is also well-versed in Water Supply System Security, Vulnerability & Terrorism, Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan, Command & Control System, Preventive Actions and Situation Analysis. He was the **Psychologist & Project Manager** wherein he was responsible in the project management and private psychology practices.**

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Director, Medico Legal Assessor Psychologist, Training & Development General Manager, Project Manager, Account Manager, Commercial Sales Manager, Manager, Sales Engineer, Project Specialist, Psychology Practitioner, Senior HR Consultant, Senior Lecturer, Senior Consultant/Trainer, Business Consultant, Assistant Chief Education Specialist, ASI Coordinator, Part-time Lecturer/Trainer, PMP & Scrum Trainer, Assessor & Moderator, Team Leader, Departmental Head, Technical Instructor/Qualifying Technician, Apprentice Electrician: Signals and Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCEP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars, CBM Training, just to name a few.

Dr. Le Roux has a **PhD in Commerce Major in Leadership in Performance & Change**, a **Master's degree in Human Resource Management**, a **Bachelor's degree (with Honours) in Industrial Psychology**, a National Higher Diploma and a National Technical Diploma in **Electrical & Mechanical Engineering**. Further, he is a **Certified Project Management Professional (PMI-PMP)**, a **Certified Scrum Master Trainer** by the VMEdU, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**. Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator, Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

0730 – 0800	<i>Registration & Coffee</i>
0800 – 0815	<i>Welcome & Introduction</i>
0815 – 0830	PRE-TEST
0830 – 0930	Team Building <i>Introduction and Setting the Stage • Team Building Exercise</i>
0930 – 0945	<i>Break</i>
0945 – 1100	Team Building (cont'd) <i>Team Assessment • Developing an Effective Team</i>
1100 – 1230	Team Building (cont'd) <i>Team Roles & Responsibilities • Personality Style Inventory • Team Communication</i>
1230 – 1245	<i>Break</i>
1245 – 1420	Team Building (cont'd) <i>Effective Team Operation • Effective Meetings • Managing the Changes to the Team Paradigm</i>
1420 - 1430	Recap
1430	<i>Lunch & End of Day One</i>

Day 2

0730 – 0900	Motivation <i>Employee Motivation and the Organization • Motivation in Practice! • Motivation from the “Gurus” – from Maslow to McGregor</i>
0900 – 0915	<i>Break</i>
0915 – 1100	Motivation (cont'd) <i>Ok, so what “Drives” You – and Your “Customer” • Essential Communication Skills</i>
1100 – 1230	Motivation (cont'd) <i>Recognizing Stress • Reward Management</i>
1230 – 1245	<i>Break</i>
1245 – 1420	Motivation (cont'd) <i>Rewarding Great Behavior • Assertiveness Skills</i>
1420 - 1430	Recap
1430	<i>Lunch & End of Day Two</i>

Day 3

0730 – 0930	Motivation (cont'd) <i>The 5 Key Coaching Techniques • Challenging the Standards</i>
0930 – 0945	<i>Break</i>
0945 – 1100	Motivation (cont'd) <i>Job Evaluation • Appraisal and Reporting Systems</i>
1100 – 1215	Motivation (cont'd) <i>Cultural Behavior • Managing Motivation • Benchmarking Against the Best</i>

1215 – 1230	<i>Break</i>
1230 – 1345	<i>Motivation (cont'd)</i> <i>The Uses of Discipline – Is it Appropriate • Impact of Discipline • Discipline and Motivation</i>
1345 – 1400	<i>Course Conclusion</i>
1400 – 1415	<i>POST-TEST</i>
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>

Practical Sessions

80% of this highly-interactive course is practical sessions. Theory learnt (20%) will be applied using various role-plays, case studies and practical sessions.



Course Coordinator

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