



Team Development Seminar I: Team Building

Teamwork is key to success in the Federal Government, especially in this era of downsized, flattened organizations and empowered employees at every level. Participants in this seminar learn how to be effective team members and leaders.

- Study and apply various team strategies, effective team protocols, and stages of team development.
- Learn to be an effective team member through exercises and analysis of team processes.
- Discover your own communication and conflict management styles and how they impact team success—especially during stressful situations.



Build Your Skills for Successful Teamwork

A week-long course offered in both west and east coast locations, the Team Development Seminar I will help you develop fundamental skills for effective team participation, as well as provide a deeper understanding of teams—including the types, uses and interpersonal dynamics of teams.

Participants will return to their agencies knowing how to be collaborative team members, and how to contribute to an effective team dynamic.

CORE DEVELOPMENT

COMPETENCIES

- Team Building
- Interpersonal Skills
- Leveraging Diversity
- Conflict Management
- Influencing & Negotiating

DATES & LOCATIONS

November 14–18, 2011

January 23–27, 2012

At the Eastern Management Development Center in Shepherdstown, WV

This training facility is 70 miles from Washington, DC in the Blue Ridge Mountains above the Potomac River.

March 26–30, 2012

July 30–August 3, 2012

At the Western Management Development Center in Aurora, CO

This facility offers a campus-style learning environment convenient to both Denver and the majestic Rocky Mountains.

For information on presenters and day-to-day schedules, please go to www.leadership.opm.gov

“This seminar taught me how to be a more effective manager toward our agency’s mission and goals, and how to nurture a healthy, cohesive team.”

Register Now for the Team Development Seminar I

This seminar is designed for team members, team leaders, supervisors and managers who are seeking to deepen their understanding of teamwork and strengthen their effectiveness in working with teams.

Note: The Team Development Seminar I can be completed as a stand-alone seminar week or as a two-week experience when combined with the Team Development Seminar II: Team Leadership. The courses are complementary so when taken together the Team Building Seminar is considered a prerequisite for the Team Leadership Seminar.

Fundamental Skills for Effective Team Dynamics

- Develop your understanding of teams, and the strategies and rules that make them effective and efficient.
- Become a more productive and effective team member.
- Learn about focused and productive conflict management, problem solving and decision-making.
- Understand and apply the concept of shared leadership.
- Identify personal strengths and challenges for further development.

“I will do some self reflection and find within myself the ability to understand where others are coming from so as to better interact with them and improve the team’s performance.”

TUITION

\$3,500

Tuition includes materials, meals and lodging.

LEAD

This seminar meets the project/team lead track requirements of the LEAD Certificate Program.

Leadership Education & Development Certificate Program—A complete leadership development curriculum for current and aspiring government leaders, providing official recognition of achievement at every level. For more info, go to www.leadership.opm.gov/certificates/LEAD/index.aspx

RECOMMENDED PRIOR COURSES

Leadership Assessment Program Level I
Collaborative Leadership Seminar

SUGGESTED FOLLOW-ON COURSES

Team Development Seminar II
Facilitation Skills for Leaders

For information on presenters and day-to-day schedules, please go to www.leadership.opm.gov

Three Ways to Register

1. Register Online at www.leadership.opm.gov

Initiate course registration with your Government Purchase Card payment, the fastest way to reserve your space. Use your own agency-specific procurement forms. Once we have received your payment, you will receive confirmation within two business days.

2. Fax a Registration Form, found in a catalog or online. This form can be used for courses at the Federal Executive Institute or Management Development Centers.

3. Contact a Representative Customer Service Office:

Toll Free: 888-676-9632
Phone: 304-870-8008
Fax: 304-870-8078
TDD/TTY 304-870-8066
Email: register@opm.gov



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