



## **Building Leadership Skills: Leading Teams**

*Workshop Agenda*

*Winter 2006- 2007*

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Instructor

An Infopeople Workshop

### **The Path to Excellence: The Stages of Team Development**

- ◆ Understanding and Applying the Five Stages of Teams Model to Your library
- ◆ Team Myths: Overcoming Other People's Beliefs about Teams
- ◆ Recognizing Specific Team Member Behaviors for What They Really Mean  
*Exercise #1 The Building of a Team*

### **Focusing on "We": Strengthening Team Unity and Fostering Collaboration**

- ◆ Techniques to Create an Atmosphere of Collaboration in Our Teams, Departments, and Libraries
- ◆ Understanding Generational Differences to Create Harmonious Team Work Habits  
*Exercise #2 The Candy Game*

### **Team Leadership: Facilitation Do's and Don'ts**

- ◆ Facilitating Meetings to Allow Team Members to Take Ownership of Their Decisions  
*Exercise #3 Techniques in Facilitation*
- ◆ Techniques Facilitating Positive and Negative Team Member Situations  
*Exercise #4 The Five Key Ingredients to Creating a Meeting Agenda*

### **Heart-Centered Leadership**

- ◆ The Importance of Team Values and Goals and How to Set Them with Your Team
- ◆ The Three Keys to Leading from the Heart
- ◆ Using Emotional Intelligence to Successfully Lead Others  
*Exercise #5 Emotional Intelligence Assessment*

### **Summary and Evaluation**

*There will be two 15-minute breaks and an hour for lunch.*