Tailored Teamwork Training

Human Resource Development is offering a special, flexible teamwork training program which allows units that work together to create and schedule their own program of topics tailored to the needs of their work unit. Presented in the HRD training rooms, these courses can be arranged to fit a professional development day, a retreat, or periodic training over several weeks.

The foundational courses:
The Secrets of Effective Teams (3 hours)
Teamwork and Leadership Profiles (3 hours)
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Starting with “The Secrets of Effective Teams” and “Teamwork and Leadership Profiles” establishes a foundation for then choosing other topics to add to the foundation and, thus, tailor the training to the needs of the team.

These are the other course options that can be added to the basic teamwork courses to provide a specific direction for the team:
Customer service:
   Building and Sustaining a Service Culture (7 hours)
   Communicating with Difficult People (3 hours)
   Effective Telephone Communication Skills (2 hours)
   Effective Listening (3 hours)
   Media Relations for Academic Professionals (2 hours)
Internal team issues:
   Conflict Management at Work (3 hours)
   Delegation: Creating the Climate for Teamwork (2 hours)
   Diversity in the Workplace (4 hours)
   Four Generations in the Workplace (2 hours)
   Innovation in the Workplace (4 hours)
   M.E.E.T. for Respect (4 hours)
   The Management of Change (3 hours)
   Motivation (3 hours)
The team as an organization:
   Cooperative Negotiating Strategy (4 hours)
   Managing the Risks Associated with Occupational Fraud (3 hours)
   Meeting Skills (4 hours)
   Professional Ethics (3 hours)
   Strategic Planning (3 hours)
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Any or all of the courses from a particular topic can be added to the foundational courses. The courses chosen will determine the length of the total program.
Additionally, **longer programs** can be added to the package:

The Choice (the personal and organizational implications of self-deception; 7 hours)

FOCUS: Achieving Your Highest Priorities (time management; 8 hours)

The Leadership Challenge (exemplary leadership practices; 14 hours)

The 7 Habits of Highly Effective People Signature Series  (principle-centered approach to improving effectiveness; 20 hours)

The Challenge Course (College of Agriculture’s “Ropes” course for team building)

These courses can be scheduled at a later date or combined with the shorter course options listed above.

Contact Patrick Deery (844-4145 or deerypd@auburn.edu) to create the tailored teamwork program that your work team needs.

Note: For more detailed descriptions of the courses listed here, see the Training and Development Guide available at http://www.auburn.edu/administration/human_resources/hrd/index.html.