

## Collaborative Skills for Teams



### What is the best way to maximize overall team communication and productivity?

Clarify individual roles and the team communication process to maximize your team's use of time and improve productivity.

*idXready: Collaborative Skills for Teams* provides organizations with the **key to building collaborative, effective teams** by teaching participants the need for different roles on a team and exploring how various team roles communicate, manage time, and manage priorities.

By incorporating proven, research-based assessment data, *Collaborative Skills for Teams* personalizes the learning experience for each team member. Participants discover **four distinct team roles**, identify which **team role they are most comfortable utilizing**, and learn the **four stages of team projects**. Relevant video and hands-on experiential learning activities generate rich opportunities for participants to learn strategies for maximizing their contributions, resulting in creation of **highly productive, efficient, and cohesive teams**.

Participants walk away with skills, knowledge, and tools they can immediately use when working on a team. Your organization will benefit from having **more productive teams, higher employee satisfaction, and less turnover**.

In *Collaborative Skills for Teams*, participants will:

- Learn the four different roles within teams, their preferred roles and the diversity of priorities and preferences of each role in a team
- Understand team project stages and the activities and priorities associated with each of the four stages
- Understand the challenges and communication breakdowns they may face when working with others who have different priorities, roles, and talents.
- Learn to maximize productivity of team meetings by identifying clear expectations and understanding how to manage their own priorities and tendencies
- Explore how team roles interact in meetings and learn effective strategies to be more effective about managing differences
- Understand their own time-management preferences based on their team roles
- Gain a clearer understanding of how people manage time to become more aware of how they might be helping and hindering team efforts
- Create personal action plans for strategies to consider when working and communicating with each of the four roles

*idXready Programs synchronize...*

- proven learning models • participant pre-work
- rich video assets • validated research-based assessments
- individualized participant manuals • fully scripted leader's manuals
- professional PowerPoint • proven processing activities • contemporary content

## Other idXready Programs

- Frontline Management: Leveraging the Strengths of Your Style
- Capitalizing on Team Talents
- Reducing Team Conflict
- Fundamentals for Sales Effectiveness
- DiSC® Relationship Selling
- Improving Your Listening Skills

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## Introducing idXready

*idXready* programs are the first training and development programs that are designed to integrate and synchronize all aspects of the learning experience, from participant pre-work to individualized workbooks; from rich video assets imbedded into professional PowerPoint to proven processing activities. By incorporating validated research-based assessments into participant workbooks, *idXready* programs allow you to deliver training at an individual level, making your business and people skills training a vital part of your organization's learning strategy.

***idXready* programs have synchronized the following training essentials for you:**

### ***Online Assessment***

Includes trusted, proven assessment. The assessment is sent as pre-work completed online prior to training, ensuring training time is maximized.

### ***Individualized Participant Workbook***

Workbooks incorporate personalized assessments for each individual. The learning becomes relevant and the facilitation time more effective and productive.

### ***Synchronized Participant Pages***

Corresponding participant workbook pages for every PowerPoint reference. Note taking is made easy — guesswork is removed, and participants keep in step with every reference you make.

### ***Fully Scripted Leader's Guide***

Synchronized with Participant Workbooks and PowerPoint, and editable. Leader's guides are generated in easily accessible PowerPoint files, which are ready to use as they are, or may be edited with your personal touches.

### ***PowerPoint That Makes a Point***

High-impact, visual storytelling slides with effective animations. Professional, high-quality presentations that quickly engage learners.

### ***Video Built into PowerPoint***

PowerPoint files built with video synchronized right into the presentation. No more wasting time searching for video clips on a VHS tape or DVD, taking the stress out of transition time.



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