

INTEGRITY AND TEAMWORK is a 16-hour training process that focuses on how to increase the level of integrity and effective teamwork in an organization. Special emphasis is placed on integrity and trust, earning the cooperation of others, and how to function as an effective team.

INTEGRITY AND TEAMWORK does not approach enhanced teamwork as an isolated topic, but integrates leadership values and principles, effective communication skills, character development, and safety (if applicable) while focusing on bottom-line results.



Leading

Your daily objective as a supervisor or team member is to gain the buy-in of others so results are achieved. What are you modeling? How well do you coach others to effectiveness? How do you help other's keep their commitments without turning them off?

Character

What character qualities do others see in you that either motivate or demotivate cooperation? Are you building trust or breaking trust? Even a few small commitments for improvement can produce immediate results.

Cares	Listening, Concern, Empathy, Appreciation
Honesty	Truthful, Sincere, Trustworthy, Transparent
Humility	Teachable, Owns Mistakes, Invites Feedback
Confidence	Positive, Resourceful, Secure, Competent
Self-Control	Patient, Open-Minded, Disciplined, Dependable
Respectful	Honoring to all regardless of race, gender, culture
Empowering	Energy-giver, Coach, Encourage, Recognition
Responsible	Diligent, Reliable, Consistent, Accountable

In this training you learn to appreciate how critical integrity is in gaining cooperation and productivity. You will gain the ability to recognize when you and others are 'in or out' of integrity, and have a process to restore integrity in any situation.

Teamwork

The trust gained through individual and team integrity is also the foundation needed for effective

teamwork. What is a team without trust? How effective can a team be if they will not address conflict? In **INTEGRITY AND TEAMWORK** we will cover five areas in which teams must excel if they are to be productive. These do not occur naturally on a team and must be developed intentionally.

- Building Trust
- Mastering Conflict
- Achieving Commitment
- Embracing Accountability
- Focusing on Results

In combination, these will produce effective teamwork which moves the organization forward. In this portion of the training we will use material from Patrick Lencioni's work, *Overcoming The FIVE Dysfunctions of a TEAM*. We will also utilize other helpful team principles to guide success.

Communication

Gaining team cooperation and effectively managing conflict clearly separates those who lead and those who do not. We will use 2 simple models to assist leaders in communicating effectively.

Communication Model

Clear Expectations, Follow-up and **Balanced Feedback** are vital to leading, and give us opportunities to **Relate** effectively with others.



RAP

In order to assist in managing team conflict and effectively gain team cooperation we incorporate the skills of "R.A.P." They are:

- **Reading** the willingness level of others accurately
- **Acknowledging** effectively to diffuse conflict
- **Probing** to fully understand their perspective

This is what everyone wants from us, and when consistently provided, usually brings willing cooperation.

How We Train

Accelerated Leadership coaches/trainers utilize a mixture of PowerPoint presentation, individual and group exercises, workbook fill-ins, participant interaction, and coached practice to maximize learning and application. Individual and group coaching is available after initial training.

INTEGRITY AND TEAMWORK is a proprietary product of Accelerated Leadership LLC.