

# Basic Process Skills for Project Team Members

*“I am not sure I should have dared to start;  
but I am sure that I should not have dared to stop.”  
-Winston Churchill*

Group process skills are an integral part of a project team. Making the most of that time spent in working in groups is essential. This program is designed to give participants the skills necessary to make their time together more effective.

Participants will apply the roles, tools, and processes learned in this course to dramatically improve the productivity of project team meetings. An immediate observable result will be that more work is accomplished in less time.

## Learning Objectives

- ◆ Learn what a team is and the different types of teams
- ◆ Identify components of an effective meeting.
- ◆ Use standard meeting roles and tools to ensure participation by all attendees, manage meeting time, and improve meeting discipline.
- ◆ Develop consensus through group decision-making tools.
- ◆ Ensure accountability and results through effective follow-up procedures.

## Audience

Any manager or employee involved in project team meetings

## Course Outline

- ◆ What is a Team?
- ◆ Three Types of Teams
- ◆ Five Specific Roles on Teams
- ◆ Major Steps in Conducting Effective Meetings
- ◆ Meeting Planner Checklist
- ◆ Assigned Roles for Team Meetings
- ◆ Tools for Team Meetings
- ◆ Team Ground Rules
- ◆ Evaluating Team Process

- ◆ Team Meeting Observation Form
- ◆ Nominal Group Technique (NGT)
- ◆ Meeting Leader Checklist
- ◆ Timekeeper Checklist
- ◆ Gatekeeper Checklist
- ◆ Scribe Checklist
- ◆ Coach Checklist
- ◆ Judge Checklist

### Program Format – 1 Day

This one-day program is designed to give participants hands-on practice of the necessary tools for a successful team meeting. This program effectively combines discussion with role-plays and team exercises. The maximum class size is 20, but for optimum results 12-16 participants is ideal.