

**Date of a training:** 20.03.2014

**Venue:** Belarus State Economic University

**Lecturer:** 1) Natalia Popok, dean of the School of International Business Communications

2) Natallia Mahilenskikh, head of the department of intercultural economic communication

**Topic:** "Team building in change management".

The training was held with the administrative staff of the university (vice-rectors, deans, vice-deans).

The primary purpose of the training is to help trainees make effective decisions regarding the use of team building and increasing their understanding regarding the nature of effective project teams and effective team building.

During the training the trainees discussed the following issues:

1. The key characteristics of an effective team such as:

- 1) An effective team focuses on performance, striving to accomplish significant, often stretch objectives.
- 2) Effective teams are highly committed to their purpose, goals and approach, which are supported by all team members, key customers and stakeholders.
- 3) They translate broad goals into specific and measurable smaller goals and action plans.
- 4) They frequently and honestly assess their own progress against goals.
- 5) Effective teams involve customers and stakeholders in assessing progress
- 6) In the face of obstacles, an effective team pulls together and finds ways to overcome the obstacles and achieve their goals. The team holds itself mutually accountable to achieve its goals.

2. The goals of regular team meetings:

1. Develop a common purpose, stretch objectives, and alignment and build commitment to the same.
2. Develop action plans and agree on accountabilities.
3. Review progress and recognize successes.
4. Plan how to overcome barriers to achieving goals.
5. Educate/train team members on important issues, skills etc.

3. Importance of effective team building for a work climate. Effective team building:

1. Helps team members learn and grow. This includes helping the team wean itself from the consultant.
2. Builds true commitment to purpose and stretch goals.
3. Encourages accountability of individuals and the team
4. Encourages open and honest communication with all hands and recognition of success and effort.
5. Encourages the team to measure its own performance, focusing on both its own processes and products and how its customers and stakeholders are perceiving its performance.
6. Encourages continuous improvement on the project team.

To prepare the training, Natalia Popok and Natallia Mahilenskikh had used the materials provided during the lectures and training held in Braganca in October, 2013, as well as the materials on team building and change management available on the Internet.