

Building and Sustaining Teams (SAID: 20000)

DATE / TIME:	30 - 31 March 2015 (0800-1600)
COST:	\$429 per person based on 20 attendees. Actual cost to be prorated based on actual attendees.
ENROLLMENT	20 - 25
NOMINATION DEADLINE:	12 February 2015
DESCRIPTION:	<p>While people in all workplaces talk about building the team and working as a team, very few understand how to develop an effective team. In the broadest sense, belonging to a team is a feeling of being a part of something bigger than yourself where you contribute to the overall success of the group. The bigger picture of the organization drives participant actions as their function exists to assist in the advancement of the group.</p> <p>Course Topics and Outcomes Participants will be able to:</p> <ul style="list-style-type: none"> • Describe approaches to building teams. • Create strategies for effective communication within teams. • Establish criteria for developing successful teams. • Leverage team member talent to advance team development. • Establish trust within teams. • Support individual and team learning. • Establish leadership that will facilitate team growth. • Develop positive and trusting relationships within teams. • Develop approaches that will allow for effective communication and member participation in team strategy planning and communication. • Establish practices that will encourage the development of positive team effectiveness. • Complete the Myers Briggs Type Indicator. (MBTI®) • Understand their own MBTI® results and how they may be utilized <p>** Participants will complete an online Myers-Briggs Type Indicator assessment</p>
TARGET AUDIENCE:	Managers, supervisors, facilitators, team leaders, and team members looking to build and sustain high-performing teams.
VENDOR:	Wise Ways Consulting, Inc. 1621 Ladue Ct, Suite 403 Woodbridge, VA 22191 Tel: 703-763-3823 Fax: 703-763-2397 Email: melissa@wisewaysconsulting.com
LOCATION:	CNRJ RWD Building A-20 2F
POC:	Commander, Navy Region Japan (CNRJ), Regional Workforce Development (RWD) at 243-7328/7079

NOMINATION PROCEDURES:	You must have supervisory authority first. To confirm your seat, you MUST submit a completed SF-182 form to RWD by the deadline. To reserve a seat prior to nomination deadline, email rwd-student-services@fe.navy.mil or call DSN 243-7328. If SF-182 form is not received by that date your reservation will be cancelled.
PAYMENT METHODS:	<p>DOD activities are required to use the government purchase card to pay the vendor. The cardholder is responsible for providing the necessary purchase card information to the vendor. Please put the statement “Payment by government purchase card,” in Section B, Block 19, of the SF182. <u>For security reasons, do not put card information on the SF182.</u> The payment issues should be discussed with the vendor directly.</p> <p>RWD will send a confirmation email just after the nomination deadline. Subsequently, the cardholder at your activity needs to provide the card information directly to the vendor promptly after receiving RWD’s confirmation.</p> <p>PAYMENT WILL BE PROCESSED PRIOR TO CLASS COMMENCING.</p>
NOTE:	<ul style="list-style-type: none"> • Cancellations after the nomination deadline date are liable for payment. • For SF-182, Training Type Code is (02) and Sub Type Code is (23). • No PII information should be provided (SSN, Date of birth, etc). • Only legal names should be provided on SF-182 forms (no nick names). <p>RWD will process student completions in DCPDS.</p>