

# Teamwork Skills & Group Dynamics: Achieving Success Together

Wednesday, April 13, 2011, at the U.Va. Richmond Center, 8:30 am–3:30 pm



## Program Preview

Do you ever find yourself pulling more than your fair share in a “team” project? Spending valuable time in inefficient meetings? Hitting roadblocks when conflict arises in the group? Teams can be a source of anxiety, yet they can be effective for handling a variety of projects.

This course focuses on building productive teams. You will explore the stages of group development, strategies for holding effective meetings, and the value of delegating roles to team members. Case studies will give you a chance to practice interpersonal skills required for effective teamwork, e.g., communication, flexibility, and trust.

After taking this workshop you will be able to

- ▼ lead or participate in teams more effectively
- ▼ describe the interpersonal skills required for successful teamwork
- ▼ identify the different stages of group development
- ▼ clarify when and how to intervene when problems arise
- ▼ look at the why and how of audio visual aids
- ▼ determine strategies for creating strong teams

## About the Trainer

As a learning consultant with Chesterfield University, Jimmy Powell teaches leadership and policy courses through the university’s schools of Quality and Continuous Improvement, Leadership and Personal Effectiveness, and Policy and Practice. He coordinates and teaches the county’s New Employee Orientation Program and serves on the board of the School of Policy and Practice. He also participates in the design and delivery of blended learning solutions and leads tactical teams and learning initiatives. Prior to joining Chesterfield University, Jimmy designed and developed educational products, including web-based training, and worked on workforce development strategies and competency models.

Jimmy holds a Ph.D. in Adult Learning and Human Resource Development (ALHRD) from Virginia Tech.

## Who Should Attend

Frontline employees, supervisors, managers—anyone who wants groups to be more productive. Not exclusive to team leaders.

## Program Details

### Date & Time

Wednesday, April 13, 8:30 am–3:30 pm

### Location

U.Va. Richmond Center, 804/662-7464  
2810 N. Parham Road, Suite 300, Richmond VA 23294  
<http://www.scps.virginia.edu/richmond/>

### Travel Directions

<http://www.scps.virginia.edu/maps/ridirections.htm>

### Cost

\$75, includes course materials.  
Payment or PO# must accompany registration.

### Cancellations

A \$20 fee will be charged for cancellations made by April 6. Cancellations after that date and no-shows will be charged the full registration fee.

## New Online Registration!

Please call the Virginia Institute of Government at 804/371-0202 for your account password.

Then you can register online at:

<http://www.coopercenter.org/customer-portal>

*Credit cards are only accepted with online registration.*

**For more information, please visit**  
**[www.VaInstituteofGovernment.org](http://www.VaInstituteofGovernment.org)**

## Onsite Training

Let us bring the classroom to you. For details contact Billie Easton < [bee2u@virginia.edu](mailto:bee2u@virginia.edu) > 804/371-0202.

## Questions?

Contact Danika Mansfield < [dgm9h@virginia.edu](mailto:dgm9h@virginia.edu) > or Billie Easton < [bee2u@virginia.edu](mailto:bee2u@virginia.edu) > or call 804/371-0202.

## Registration Form

*Please submit only one name per registration form.*

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Name \_\_\_\_\_

Title \_\_\_\_\_

Locality / Agency \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State & Zip \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Please indicate any special dietary or physical needs.

Make checks payable to: **Virginia Institute of Government, U.Va.**

\_\_\_\_\_ check enclosed

\_\_\_\_\_ check to be mailed

\_\_\_\_\_ PO # \_\_\_\_\_

( Credit cards are only accepted with online registration. )

Fax registration form to 804/371-0234 or mail to

**Virginia Institute of Government, U.Va.**

700 East Franklin Street, Suite 700

Richmond VA 23219

Attn: Danika Mansfield



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## Billing Information ( ) Check here if same as above

Name \_\_\_\_\_

Org \_\_\_\_\_

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City / State / Zip \_\_\_\_\_

Email \_\_\_\_\_