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REPRODUCIBLE MASTERS

Introduction

Teams have become a principal strategic building block of successful organizations. Whether the focus is on service, quality, cost, value, speed, efficiency, performance, globalization, or any other similar goal, teams are the central methodology of most organizations in the private, non-profit, and government sectors.

With teams at the core of corporate strategy, the mandate for managers, leaders, facilitators, and trainers is to quickly and effectively develop groups into high-performing teams. The purpose of the *Parker Team Building Program: Facilitator's Guide* is to provide user-friendly designs and materials for use in team training and team building workshops. All of the designs and materials have been extensively field-tested by the author and therefore may be used with confidence.

This guide includes

- 5 team training designs
- 5 team building designs
- 6 sets of lecture notes
- 17 activities
- 19 reproducible masters for presentation overheads
- Overheads in PowerPoint® on CD (PC format only)
- 4 precourse assignments
- 1 *Parker Team Player Survey* booklet
- 1 *Parker Team Player Survey: Styles of Another Person* booklet
- Reliability and validity research report on the *Parker Team Player Survey*
- Normative data report for the *Parker Team Player Survey*
- Answers to frequently asked questions about the *Parker Team Player Survey*

TEAM TRAINING AND TEAM BUILDING MATERIALS

CORE MATERIALS

- **Parker Team Player Survey (PTPS)**

This 18-item self-scorable instrument helps individuals identify their Primary Team Player Style. It yields scores for four team player styles: Contributor, Collaborator, Communicator, and Challenger. The highest score indicates the person's primary style. The instrument helps individuals increase their personal effectiveness in team situations. It also helps teams understand and appreciate differences among team members and develop strategies to improve the functioning of the team. Completing and scoring the survey takes 20 to 30 minutes.
- **Parker Team Player Survey: Styles of Another Person (PTPO)**

This survey complements the *Parker Team Player Survey*. It allows team members and others to assess the style of and provide feedback to other team members. The instrument includes the same 18 items as the PTPS and provides space to record observations about the team member's strengths and areas for improvement. Completing and scoring the survey and writing the observations takes 30 to 45 minutes. The surveys are completed and scored prior to the team training or team building workshop. Used together, the surveys provide team members with useful feedback and can serve as the basis for plans for developing personal and team effectiveness.
- **Team Development Survey (TDS)**

The focus of this instrument is team improvement. The survey measures team effectiveness against 12 characteristics. Each team member assesses the team along two dimensions: (1) Importance and (2) Description. Importance measures the relative importance of each of the 12 characteristics to the success of the team. Description indicates to what extent each characteristic describes the current functioning of the team. The instrument also provides space to record observations about the team's strengths and ways the team needs to improve. Completing the survey takes 20 to 30 minutes. All of the team members' completed surveys are summarized by a neutral party who prepares mean scores for each of the 12 characteristics and a summary of the observations. The team leader or the team uses the data to prepare an action plan for team improvement.
- **Team Building: What Makes a Good Team Player?**

This 18-minute color video uses the four team player styles to show how to get the job done despite individual differences that can tear a team apart. Created for use in conjunction with the PTPS, the video follows a diverse

group of people as they try to work together to design a new racing sailboat. With some groups the video can substitute for a lecture on the four team player styles or serve as a way of reinforcing the concepts. A leader's guide includes additional training designs, discussion starters, and worksheets. In addition to a general audience version, custom editions of the video are available for manufacturing, government, and health care audiences.

- **Team Players and Teamwork: The New Competitive Business Strategy**
This book is the primary source for the designs in this guide. It provides the necessary background for understanding the essential elements of the *Parker Team Player Survey* and the *Team Development Survey*. Both instruments originally appeared in the book. Since the book is written in nontechnical language and provides many practical examples, specific chapters are used as pre- and postcourse reading assignments in many of the designs in this guide. Facilitators should read the entire book.

ANCILLARY MATERIALS

- **50 Activities for Team Building, Volume 1**
Some of the activities in this facilitator's guide were drawn from this binder. It provides facilitators with a number of other options that can supplement the designs in this guide. For example, facilitators who are planning team building with an intact team will find the "Team Building Interview Guide" extremely helpful as a data collection tool.
- **Cross-Functional Teams: Working with Allies, Enemies, and Other Strangers**
This book may be used as a supplement to *Team Players and Teamwork* when working with project, product, and other similar teams that include members from different departments. Using examples from many different organizations, the book provides practical advice in such areas as leadership, empowerment, goal setting, performance management, and rewards.
- **Cross-Functional Team Tool Kit**
Some of the activities in this guide were drawn from this handbook. It provides facilitators with additional icebreakers, exercises, case studies, and instruments for use with multidisciplinary teams.
- **The Team Kit**
This set of materials is especially useful for start-up teams. It includes a booklet for each team member, a leader's guide, a booklet of typical team questions and answers, and four assessment instruments. The materials come in a handy box that can be easily given to a team leader after the team has completed its launch and initial training.