Pop Up Class – How Do I Get Johnny To Do His Part?: Team Building and Leadership

1. Class Overview
   o Description – Learning to work together as a team takes time. Leadership and team building foster a climate of active participation and can minimize dysfunctional conflict. In high-performing teams, everyone knows what they are trying to do and why, as well as how and when they are going to do it. Everyone has a role and knows what is expected of them. This class will familiarize students with the stages of team formation and with tools for maximizing team member commitment and accountability.
   o Prerequisites – None
   o Anticipated Class Size – 20 max
   o Class Duration – 2 hours

2. Educational Objectives
   o Students will be able to:
     ▪ Understand the qualities of high-performing teams and the stages of team formation
     ▪ Understand the importance of establishing team ground rules early, before conflict begins
     ▪ Understand the importance of choosing a team lead
     ▪ Understand the elements of effective team meetings
     ▪ Construct meeting agendas using the template provided
     ▪ Develop a RACI (Responsible, Accountable, Consulted, Informed) chart, based on project deliverables, using the template provided
     ▪ Report work status using the template provided
   o Students will be provided:
     ▪ A RACI chart template
     ▪ A meeting agenda template that includes decisions and action items
     ▪ A status report template

3. Class Format
   a. Pre-Class activity
      i. Students will watch two short, online videos prior to class:
         1. Stages of Team Formation - https://www.youtube.com/watch?v=MNgzjYb02JM, 3:10
         2. RACI - https://www.youtube.com/watch?v=1U2gngDxFkc, 5:27
   b. In-Class activity
      i. Presentation
      ii. Discussion: Creating ground rules
      iii. Discussion: Creating a meeting agenda
      iv. Discussion: Reporting work status
      v. Activity: Creating a RACI chart

4. Evaluation
   c. Students fill out an evaluation on the content, learning objectives, and instructor.