

**MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE**

Faculty are required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Collegewide Curriculum Committee.

DEPT. SBM **COURSE NO.** 1335

NUMBER OF CREDITS: 1

COURSE TITLE TEAMWORK

CATALOG DESCRIPTION This course will address the context, which contributes to the growth of team based work systems, the essentials for conducting effective meetings and skills necessary for participating in and leading successful teams.

AUDIENCE Business Owners, Employees, Entrepreneurs, Manager, Supervisors

FUFILLS MN TRANSFER CURRICULUM AREAS(S) (Leave blank if not applicable)

Area : by meeting the following competencies:

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PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: Student is a business owner, employee or entrepreneur or by special permission of the instructor.

LENGTH OF COURSE: 16 WEEKS

THIS COURSE IS USUALLY OFFERED:

Every other year Fall Spring Summer Undetermined

Four goals are emphasized in course at Minnesota West Community & Technical College:

- 1) **ACADEMIC CONTENT:** Read manual.
- 2) **THINKING SKILLS:** Define startup group.
- 3) **COMMUNICATIONS SKILLS:** Describe system configuration.
- 4) **HUMAN DIVERSITY:**

TOPICS TO BE COVERED: This course will focus on building and maintaining synergy in the relationships among project teams and/or self-managed work teams. Learners will learn and practice interactive skills, problems solving techniques, and the communications skills necessary for the facilitations of group processes

LIST OF EXPECTED COURSE OUTCOMES:

1. Explain the economic and social context, which created the organizational movement toward the use of teams.
2. Describe the components of the Malcolm Baldrige Quality Award Criteria as a definition of quality and as a model for organizational improvement.
3. Identify advantages and disadvantages of the use of teams for organizational improvement and management.
4. Identify circumstances under which teams outperform individuals.
5. Describe and compare team based work systems with traditional approaches.
6. Explain benefits, which can be attained by working on a team.
7. Describe behavior characteristics of successful leaders in a team environment.
8. Understand the conditions, which are necessary to ensure team success.
9. Describe approaches for getting people to change.
10. Explain the concept of “self-managed work teams” (SMWT).
11. Analyze personal readiness to participate in SMWT.
12. Analyze a manager’s readiness to participate in a SMWT.
13. Analyze a work group’s readiness to participate in SMWT.
14. Identify common obstacles to the forming of SMWT.
15. Explain the phases of SMWT development.
16. Discuss effective ways to deal with obstacles to change required for effective teamwork.
17. Identify functional roles that contribute to successful teams.
18. Describe methods of team conflict resolution.
19. Recognize optimizing and sub-optimizing team functioning.
20. Describe team members roles and responsibilities.
21. Explain the roles and responsibilities of team sponsors and guidance teams.
22. Understand common techniques that will help teams use their time most efficiently and effectively.
23. Explain guidelines for good meetings and effective discussions.
24. Distinguish between healthy conflict and disruptive team behaviors.
25. Analyze ten common problems teams encountered.
26. Identify useful methods for evaluating team performance.
27. Explain the differences between groups and teams.
28. Discuss the formula for productive meetings
29. Describe and practice effective facilitators skills which encourage optimal team performance
30. Describe team ground rules, which contribute to productive team meetings.
31. List facilitator tasks necessary for successful teamwork.

LEARNING/TEACHING TECHNIQUES used in the course are:

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|--|--|
| <input checked="" type="checkbox"/> Collaborative learning | <input checked="" type="checkbox"/> Problem Solving |
| <input checked="" type="checkbox"/> Student Presentation | <input checked="" type="checkbox"/> Interactive Lectures |
| <input checked="" type="checkbox"/> Creative Projects | <input checked="" type="checkbox"/> Individual Coaching |
| <input checked="" type="checkbox"/> Lecture | <input checked="" type="checkbox"/> Films/Videos/Slides |
| <input checked="" type="checkbox"/> Demonstrations | <input type="checkbox"/> Other (describe below) |
| <input checked="" type="checkbox"/> Lab | |

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Reading | <input checked="" type="checkbox"/> Tests | <input checked="" type="checkbox"/> Individual Projects |
| <input checked="" type="checkbox"/> Oral Presentations | <input checked="" type="checkbox"/> Worksheets | <input checked="" type="checkbox"/> Collaborative Projects |
| <input checked="" type="checkbox"/> Textbook Problems | <input checked="" type="checkbox"/> Papers | <input type="checkbox"/> Portfolio |
| <input checked="" type="checkbox"/> Group Problems | <input type="checkbox"/> Term Paper | |
| <input type="checkbox"/> Other | | |

EXPECTED STUDENT LEARNING OUTCOMES:

See expected course outcomes.

The information in this course outline is subject to revision

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or via your preferred Telecommunications Relay Service.

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