



Teamwork Essentials features Peter Quarry, a well-known psychologist, presenter and organizational consultant.



Seven Dimensions
 info@7dimensions.com.au
 www.7dimensions.com.au
 Ph +61 3 9686 9677
 Fax +61 3 9686 7577



TEAMWORK ESSENTIALS

Four-Part Video Series

How can teams work better? How can they cope with change? What exactly is team building? What are the key communication skills that all team members need to master?

Teamwork Essentials is a four-part video series that analyses and demonstrates fundamental skills for teams in these four key areas. It will help team members develop their skills in communicating, presenting ideas clearly, managing change and reducing stress. This will ensure that teams at all levels of your organisation are equipped with the skills to achieve higher levels of performance.

Well-known psychologist and organisational development consultant **Peter Quarry** presents the key points, which are also dramatised in a variety of workplace situations.



PART 1: TEAMS THAT WORK (12 mins)

Organisations around the world are turning to teams as a key way of structuring their operations. Whether they are ongoing teams, self-directed teams, quality action teams or teams specific to an organisation, five characteristics must be present for building and maintaining success. This video demonstrates the skills required in well-functioning teams: sharing leadership, learning from mistakes, communicating openly, reviewing directions and roles, and putting the team's needs ahead of the needs of individual members.

PART 2: CHANGE WITHOUT ANXIETY (12 mins)

Managing change and dealing with anxiety are two major challenges in the workplace today. People often go through restructuring, downsizing, new technologies, new jobs and new responsibilities. **Peter Quarry** introduces five ways team members can learn to experience organisational change without anxiety. Learn how to put change into perspective, take control of the situation, focus on what you can control rather than what you cannot control, learn to tolerate uncertainty and find a "tolerance mentor".



PART 3: MEETINGS UNDER CONTROL (15 mins)

Many people find team meetings frustrating and unproductive. This video provides an opportunity to really alter the way you manage your meetings! It demonstrates a specific set of skills for controlling meetings to ensure they are productive, efficient and achieve outcomes. You need to be convinced a meeting is necessary, have objectives and an agenda, navigate around tangents and distractions, manage your time effectively, resolve conflicts, push for outcomes and list actions that need to be taken.

PART 4: PRESENTATIONS WITHOUT FEAR (17 mins)

Making a presentation is frequently a task people dislike, but it is a part of business life. Whether it's convincing senior management to train a group of staff in a new procedure, making a sales presentation or briefing clients on the progress of a project, presentations aim to both inform and motivate the audience. This video will show viewers how to resolve the five most daunting challenges faced by team members when making presentations, giving them the confidence they need to look and sound more professional.

Distributed in Romania by
IDENTITY LEARNING
 Tel/Fax: (+4) 031 407 3958
 e-mail: office@identitylearning.ro
<http://www.identitylearning.ro>

