High Performance Work Team

1-Day Training Programme

Programme Overview

In today's fast-changing and highly competitive business environment, organisations require employees who are able to collaborate effectively, communicate strategically, and work cohesively as a high-performance team.

This interactive and experiential training programme is designed to strengthen teamwork dynamics, improve communication and coordination, enhance productivity, and foster a proactive working culture. Participants will learn practical strategies to build trust, solve problems effectively, and work together towards achieving organisational goals and excellence.

Programme Objectives

- Understand the importance of teamwork dynamics and collaboration
- Strengthen communication and coordination within teams
- Improve productivity through effective teamwork practices
- Develop problem-solving and strategic thinking skills
- Foster trust, accountability, and mutual support among team members
- Adapt positively towards workplace changes and challenges
- Create synergy for better team performance and organisational success

Target Participants

- Executives
- Supervisors
- Team Leaders
- Administrative Staff
- Operational Employees
- Employees from all levels

Training Methodology

This programme adopts a highly interactive and experiential learning approach where participants learn through practical activities, discussions, case studies, group exercises, role-play sessions, and team-based activities.

Methodologies include:

- Interactive Presentation
- Group Discussion
- Case Studies
- Team Activities
- Role Play
- Practical Exercises
- Experiential Learning Activities

Training Schedule

Training Duration: 1 Day

Training Time: 9:00 AM – 5:00 PM

Morning Tea Break: 10:15 AM – 10:30 AM

Lunch Break: 12:30 PM – 1:30 PM

Afternoon Tea Break: 3:30 PM – 3:45 PM

Course Outline & Programme Timeline

9:00 AM – 10:15 AM

Module 1: Building a Dynamic Work Team through the Strategic '5S-1M' Principle

- Understanding team mission and organisational goals
- Establishing strategic teamwork direction
- Executing team strategies through effective systems and structures
- Developing team skills and competencies
- Enhancing interpersonal communication and working styles
- Building team cohesiveness and accountability

10:15 AM – 10:30 AM

Morning Tea Break

10:30 AM – 12:30 PM

Module 2: Productivity Enhancement through Dynamic Teamwork

• Understanding self and others within the team

• Identifying the four major personality types:

- Visionary
- Commander
- Nurturer
- Analyser

• Building trust and mutual respect among team members

• Strengthening collaboration and support systems

• Improving team productivity and task accomplishment

• Encouraging positive workplace attitudes

12:30 PM – 1:30 PM

Lunch Break

1:30 PM – 3:30 PM

Module 3: Strategic Team Improvement & Problem Solving

• Overcoming resistance to change and negative mindsets

• Breaking old habits and ineffective work practices

• Developing creative and strategic thinking skills

• Building confidence and accountability within teams

• Addressing workplace challenges effectively

• Encouraging continuous improvement and innovation

3:30 PM – 3:45 PM

Afternoon Tea Break

3:45 PM – 5:00 PM

Module 4: Work Together, Win Together

• Strategic action planning using the T.A.G Principle (Think, Act, Goal)

• Applying the F.A.S.T Principle:

- Focus on team mission

- Ask for clarification
- Seek understanding and agreement
- Take the right action

• Promoting interdepartmental collaboration
• Building synergy for excellent work performance
• Strengthening teamwork culture and organisational success
• Reflection, action planning, and programme closing

Expected Learning Outcomes

• Demonstrate stronger teamwork and communication skills
• Work more effectively with colleagues and departments
• Improve workplace productivity and efficiency
• Apply strategic thinking in problem-solving situations
• Foster positive workplace relationships and trust
• Contribute proactively towards organisational goals
• Build a high-performance and collaborative work culture