

MFG. Team/Team Leader Training Schedule

Week of:	Session Title:	Time:	Facilitator(s):
December 18	Leading a NWT	2 hrs	Jack, Greg, Erica
January 15	The Importance of Coaching	3 hrs	Erica/Jack
January 22	The Superior Coaching Model	3 hrs	Erica/Jack
January 29	Values & Beliefs	3 hrs	Erica/Jack
February 5	Team Development I: Communication Review characteristics of effective listening Compare 1-on-1 communication versus team communication Identify communication methods used by team members Practice strategies for giving & receiving feedback Participate in a team building activity	2 hrs	OPEN
February 12	Team Development II: Participation Define characteristics of effective meetings Commit to the Meeting Code of Conduct Identify the roles and responsibilities of team members Participate in a team building activity	2 hrs	OPEN
February 19	Team Development III: Working in Teams Identify differences in individual vs. team efforts Share the advantages of teamwork and cooperation Evaluate the challenges teams face as they grow and develop Participate in a team building activity	2 hrs	OPEN
February 26	Key Metrics 101 <ul style="list-style-type: none"> • Productivity • Schedule Attainment • Quality • Safety (5S) 	2.5 hrs	Navigators <ul style="list-style-type: none"> • Greg, Kurt • Travis • Bob • Lisa, Cathy
March 5	Problem Solving I: Intro & Steps 1-3 Introduction to team problem solving Communicate components of Step One: Form a Team Communicate components of Step Two: Problem Definition Define team problem(s) Communicate components of Step Three: Containment Action Break down containment action for team problem(s)	3 hrs	OPEN
March 12	Team Development IV: Decision Making Explain the differences between decision making and problem solving Identify the proper process to use in the team Participate in a team building activity	2 hrs	OPEN
March 19	Problem Solving II: Steps 4-5 Communicate components of Step Four: Root Cause Communicate components of Step Five: Develop Action Plan Identify root causes for team problem(s) Identify action plans for team problem(s)	3 hrs	OPEN
March 26	Problem Solving III: Steps 6-8 Communicate components of Step Six: Implementation plan Communicate components of Step Seven: Standardize Communicate components of Step Eight: Celebrate Identify implementation plans for team problem(s) Identify standardization plans for team problem(s)	3 hrs	OPEN
April 2	TEAM KICK-OFF	TBA	Navigators
April 9	Team Development V: Respect in the Workplace	2 hrs	Lisa/ Erica
April 16	Facilitating the 5S System	3 hrs	Bob/ Erica
Mid-June	Team Development VI: Team Perform.	3 hrs	Erica/Jack
For NTWs	Product Knowledge 101	2 hrs	Kerry/John