



**Building  
Effective  
Teams**

*Facilitator's  
Planning  
Worksheet*



**2 hours total**

## **Building Effective Teams**

### **Learning Outcomes**

- ◆ *Participants will discuss the benefits of teaming and collaboration in community programs to provide services for infants and toddlers with disabilities and their families.*
- ◆ *Participants will identify guidelines for effective teamwork in their programs and communities.*
- ◆ *Participants will identify their contributions to the team and what they need from other team members.*

<b>Agenda</b>	<b>Length</b>	<b>Facilitator</b>
Introduction and Overview	<b>5 minutes</b>	
Agree on Ground Rules	<b>5–10 minutes</b>	
Teaming and Collaboration	<b>25 minutes</b>	
View DVD: <i>Teaming to Make a Difference</i>	<i>12 minutes</i>	
Large-Group Discussion	<i>13 minutes</i>	
Why Team? Brainstorm and Discussion	<b>10 minutes</b>	

**Icon Key**



Chart



Note



Handouts



DVD



Key Point

<b>Agenda</b>	<b>Length</b>	<b>Facilitator</b>
Team Development: Characteristics of Effective Teaming	<b>20 minutes</b>	
Individual Reflection	<i>5 minutes</i>	
Large-Group Discussion	<i>15 minutes</i>	
Team Development: Developing Team Guidelines	<b>20 minutes</b>	
Small-Group Activity	<i>15 minutes</i>	
Large-Group Share-Back	<i>5 minutes</i>	
Team Development: What I Bring/What I Need	<b>20 minutes</b>	
Individual Reflection	<i>5 minutes</i>	
Small-Group Discussion	<i>15 minutes</i>	
Wrap-Up	<b>5 minutes</b>	
Reflections/Continuous Improvement	<b>5 minutes</b>	

**Facilitator Team**

\_\_\_\_\_  
Name/FamilyVoice

\_\_\_\_\_  
Name/Early Care and Education Voice

\_\_\_\_\_  
Name/Early Intervention Voice

**Presentation**

\_\_\_\_\_  
Date/Time

\_\_\_\_\_  
Location

\_\_\_\_\_  
# of Participants

## What you will need:



### Equipment:

- LCD/DVD/Monitor



### DVD:

- Teaming to Make a Difference*

### Charting Equipment:



- Flip chart and markers
- Masking tape or pins



### Handouts (English/Spanish):

- #1 Learning Outcomes
- #2 Acknowledgements: *Teaming to Make a Difference*
- #3 Guided Viewing: *Teaming to Make a Difference*
- #4 Creating an Effective Team
- #5 What I Bring to My Team/What I Need from My Team

## Important Considerations

Teams that work together within agencies or across agencies should attend this session and participate together. This session is intended for teams that work together on an ongoing basis.