

# Dakota County Technical College

## SMGT 1260: Managing Teams

### A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Develop the skills and knowledge to cultivate productive work teams. Learn to defuse resistance to change and foster support and involvement in developing a shared vision. Master conflict resolution and negotiation strategies essential for supervisors and others in leadership positions in fostering self managed work teams. Prerequisitites: None.

**B. COURSE EFFECTIVE DATES:** 08/01/2001 - Present

**C. OUTLINE OF MAJOR CONTENT AREAS**

## **D. LEARNING OUTCOMES (General)**

1. address team concerns effectively
2. analyze importance of team communication
3. assess methods for assessing teamwork
4. demonstrate team leadership skills
5. describe how change in team membership affects team dynamics
6. describe organization's responsibilities to the team concept
7. describe role changes based on team stages
8. describe stages of team development
9. determine team member compatibility
10. discuss the need for defining the team's level of authority and responsibility
11. discuss the need for diversity in team membership
12. discuss when to form and when to disband teams
13. establish a team mission and vision
14. evaluate how to distribute the workload throughout the team members
15. examine why team's are formed
16. explain differences in team communication and communication in general
17. explain how teams can affect organizational change
18. explain importance of team building
19. explain importance of team stages
20. explain the need for training teams
21. explain the need to determine the team's budgetary limits
22. identify characteristics of a "high performance team"
23. identify team member roles
24. identify team roles
25. identify the steps required in training teams
26. list the barriers to training teams
27. list types of teams
28. practice methods for conflict resolution in a team setting
29. practice setting measureable team objectives
30. practice team decision making tools
31. align team goals with department, division and company goals
32. compare and contrast a SDWT and a traditional workgroup
33. define "self-directed work team" SDWT
34. describe team collaboration with internal customers
35. describe the need for understanding accountability for team members
36. describe the role of teams as a tool in organizational learning
37. design a method to recognize team accomplishments
38. develop a team training plan
39. develop methods to overcome resistance to change
40. discuss methods to motivate teams
41. evaluate team effectiveness
42. identify common pitfalls when implementing teams
43. identify essential elements to empower a team
44. identify the teams formal and informal leaders

45. identify what is negotiable and what is not
46. identify whether an organization is ready for teams
47. manage conflict situations
48. negotiate team goals
49. plan for leading a team through a self-evaluation process

**E. Minnesota Transfer Curriculum Goal Area(s) and Competencies**

None

**F. LEARNER OUTCOMES ASSESSMENT**

As noted on course syllabus

**G. SPECIAL INFORMATION**

None noted