



# **Effective Team Development**

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**by Paul J. Meyer**

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***“Producing measurable results for  
business and industry since 1966”.***

# EFFECTIVE TEAM DEVELOPMENT

## *Building A Winning Team*

### *ONE: Your Potential For Personal Leadership*

**Building On Current Strengths**  
**The Rewards of Leadership**  
**Your Untapped Potential**  
**Self Image**  
**Self Motivation**  
**Goal Direction**

### *FOUR: Improving Productivity Through Communication*

**Time for Communicating**  
**Empathy in Communication**  
**Clarifying with Effective Questions**  
**Listening for the Total Message**  
**Tips for Speed Reading**  
**Writing for Maximum Impact**  
**Communicating with Groups**

### *TWO: Motivation Through Attitudes and Habits*

**Satisfying Needs**  
**The Exchange System**  
**Traditional Approaches to Motivation**  
**Motivation Through Attitudes and Habits**  
**Altering Attitudes and Habits**  
**Dealing with Demotivators**

### *FIVE: Increasing Productivity of the Team*

**Sharing and Communicating Goals**  
**Creating a Learning Environment**  
**Developing and Coaching Self-Directed Work Teams**  
**Positive Expectancy**  
**Strategies and Methods for Training**  
**Efficient Procedures**  
**Productive Meeting Strategies**  
**Celebrating Your Success**  
**The Productivity Challenge**

### *THREE: Building A Winning Team*

**Building A Winning Team**  
**The Slight Edge**  
**Personal Rewards**  
**The Team Environment Wheel**