Learn how to work effectively with people with different skills, different priorities, different opinions, and different problem-solving styles.

Essentials of Effective Cross-Functional Teams

A Powerful New One-Day Seminar

Does it feel like “WE’RE ALL IN THIS TOGETHER” or more like “IT’S YOU AGAINST THEM”? If you’ve ever struggled working on a team with people who are a lot different than you ... this training is right for you!

- Fundamentals of creating understanding when working styles and skill sets are completely different
- Team problem solving: getting to agreement when you’re really far apart
- Working on teams where everyone is responsible for results – but no one is officially “in charge” of the team
- Roadblocks to understanding: what are they and how to get everyone on the same page
- How to establish roles, goals, and expectations for team participation
- Dealing with turf wars and interdepartmental rivalries

And much more!

Enroll online at www.NationalSeminarsTraining.com or call 1-800-258-7246.
Less Stress More Success!

Working with others – particularly in groups or on teams – can be stressful.

Working across organizational lines or “functions” can be even more stressful. Priorities and agendas are different. And the language can be WAY WAY different: let’s face it – IT-speak and Sales-speak just aren’t the same!

OK – for the real kicker – have you ever been put on a team where no one is officially “in charge” yet you have to work together on a project? YIKES!

You need help, right? That’s exactly what you get when you attend Essentials of Effective Cross-Functional Teams. Focusing on the most common and difficult challenges of working in a team environment, this workshop is guaranteed to help you be more successful with a lot less stress and frustration.

Pssst ... We strongly suggest you bring your team along with you to this workshop – because when you learn these essential concepts together, your team will thrive together!

No Wonder It’s Sometimes So Doggone Hard to Work on Teams!

Different people – and departments – have very different communication strategies … and often very different focuses, perspectives, and priorities.

That means working in groups and on teams comes with a host of inherent challenges, such as:

- Coordinating already overbooked schedules just to set up meetings!
- Difficulty agreeing on priorities and goals
- People saying one thing and doing another
- Difficulty finding commonality – heck, some departments even seem to have their own language!
- And, unfortunately – even turf wars!

It can all add up to a really tough time getting results.

Essentials of Effective Cross-Functional Teams was designed to help you coordinate and collaborate with fellow teammates more easily ... with less stress and more success!

You’ll learn how you can reach across organizational lines and work with people from a variety of professional backgrounds. You’ll discover vital tools for dealing with inter-departmental turf wars, moving beyond old differences, and navigating multiple chains of command in order to stop spinning your wheels and start getting things done!

In just one day, you will discover effective, real-world solutions to working and collaborating with all sorts of people on all sorts of team efforts. It’s a day of professional development that will pay HUGE dividends to your organization … and to you throughout your entire career!

You may not call yourself a “TEAM” – but if you’re working with others toward any goal, you are one!

You don’t have to have a team jersey and slogan to be on a team.

Every time you’re working on a group project …
Every time you walk down the hall or over to the next cubicle for someone’s help to get something done …
Every time you wait on somebody else before you can start your piece of the puzzle …

... you’re working on a team!

Teams can be formal or informal. They can consist of coworkers, peers, bosses, direct reports, or management from your or other departments. They can even contain members outside your organization, like vendors or clients.

If you’ve ever worked on a team in the past ... if you’re working on one now ... and if you want to be successful on teams in the future, the skills you’ll learn in Essentials of Effective Cross-Functional Teams will make a difference in your success. You owe it to yourself to attend this seminar and discover how to get the most out of a team – so enroll today!

The Training Benefits EVERYONE. Here’s How ...

How this training benefits you – the team player ...

- Reduce stress and create a more positive working environment
- Discover new and different ways of thinking about problems
- Build and develop effective communication tools

How this training benefits the team ...

- Creates an environment where everyone feels comfortable contributing
- Improved collaboration creates stronger results
- Leverages individual expertise for the benefit of the whole

How this training benefits the organization ...

- Reduce interdepartmental miscommunication
- Improve productivity across multiple departments
- Strengthen processes through creative solutions

Getting Results Without Authority

Being on a team sometimes means you have responsibility – but no official authority to tell anyone what to do or how to do it. It’s a tricky place to be.

That’s why you need to learn the valuable skills and techniques to get people on your side! Discover how to build trust and respect, encourage collaboration, and win others over even in tough situations.

You’ll learn practical ways to handle conflict, how to deal with problem personalities, and how to hold fellow team members accountable, even outside the traditional chain of command! Plus, discover how to eliminate office politics and focus on what matters – getting results!

Don’t miss this important opportunity to build essential skills! Enroll in this one-day seminar today!

Quiz: Is This Training for You?

Which of these problems have you experienced when working with others? Check all that apply ...

- Vague team goals
- Bulls who try to take over
- We reach impasses that don’t get resolved
- Lots of talk … no action
- Meetings are too long and not productive enough
- Some people form alliances and leave the others out
- We can’t even clear everyone’s calendars to find a time when we can all meet!
- Assigned to a project with no one in charge – and no idea where to start!
- Working across multiple locations or even time zones
- Departmental rivalries come out in force
- People aren’t interested in listening to others’ ideas
- We have team members who can’t commit to the project – or its goals
- Some people don’t get their portion of the project completed
- People want to be involved – but they just don’t have the time
- Getting agreement on anything seems impossible!
- Team goals conflict with individual goals
- You can’t get some people to shut up – and you can’t get some people to show up!

The more you checked, the more this training will benefit you!
You – The Quintessential Team Player

• What team-player thinking is and why you need to embrace it to be successful
• Understand the top reasons a team becomes dysfunctional and what you can do to avoid these common traps
• Your role in keeping the team positive and productive
• When and how to play a leadership role, even if you aren’t officially in charge
• Why it’s OK to disagree — but it’s vital that others know you’re “on board” as a team player

Special Challenges of Cross-Functional Teams

• Getting the most from a group of diverse people with diverse backgrounds, skill sets, and knowledge
• The secret to riding your team of cliques and one-upmanship
• Bridge-building techniques for working with people you’ve had trouble working with in the past
• How to get beyond interdepartmental turf wars

Communication and Collaboration Skills

• Discover the secret to skillfully pitching an idea and persuading colleagues to accept it
• What you can do to get others to listen more attentively to you
• A diplomatic way to refocus a teammate who has wandered off track
• Keys to effective team meetings
• How to hold your tongue, bite your lip, and communicate with tact and finesse (even if you’d rather be blunt)

Setting Team Priorities, Objectives, and Goals

• Developing team guidelines that everyone can live with
• Who does what? How to assign roles and responsibilities
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Creative Problem Solving & Decision Making in a Team Environment

• Learn why playing “devil’s advocate” and posing a question you know will create controversy can have a positive impact on the decision-making process
• The importance of replacing “it can’t be done” with an “anything’s possible” attitude — and how to spread it throughout the team
• Creating a “safe” working environment where team members are free to express their creativity
• 3 basic ground rules for making stronger decisions

Confrontation and Conflict Skills for a Team Environment

• How to keep internal conflict from destroying all your hard work
• What to do when the team is frustrated, stuck, or squabbling
• Never place blame and other bit “don’ts” to avoid during conflict
• What to do when you’re challenged or put down in front of others
• Going outside the team: special conflict circumstances when you have to go “up the ladder” to resolve the matter

Is this training for team members or team leaders?

YES! and YES!

This program can help you achieve greater results working in a team atmosphere. So, whether you’re the team leader or a team member … you’re sure to find this workshop extremely beneficial!

National Seminars Group:
Training You Can Trust!

We’ve Set the Standard of Excellence in Training for Working Professionals for More Than 25 Years!

National Seminars has delivered results-focused training on essential workplace skills since 1984 … and our parent organization, Rockhurst University, has been helping individuals develop their professional skills since 1910! Now that’s a rich tradition of learning excellence!

Our #1 goal is to serve the professional development needs of individuals, corporations, government agencies, and nonprofits by providing cutting-edge training that allows individuals to perform at their peak and helps organizations thrive. Nearly 8 million people — and about a million organizations including the entire Fortune 500 — have benefited from our results-producing training.

So what makes our training so different?

First of all — we maintain the highest standards for our trainers, who are widely regarded as the best in the training world. Count on learning from a seasoned professional with real-world, “in the trenches” experience … in other words, someone who relates to what you’re going through!

Plus, no boring lectures here: we promise to make learning FUN! Our years of experience have taught us that a creative, fun environment not only helps you remember more of what you learn, but it also motivates you to put your newfound knowledge to work right away.

Finally, we “get it” — you’re here to learn practical skills you can really use: You don’t want to be bored. You don’t want to be talked down to. You don’t want to endure “fluff.” So we focus on teaching you skills that you want and that will make the most difference for you!

So when you choose National Seminars Group for your training, rest assured you’re getting the best training anywhere. We guarantee it!

"What an exceptional learning program. The speaker was inspirational!"

— D. Coach, Senior Project Manager

"I received more from today than I ever expected. It was the most direct, realistic, and productive training program I’ve ever attended!"

— D. McCray, Administrative Team Leader

“You” • The Quintessential Team Player

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Every person in your organization can benefit from this training!

No one has to tell you how important interdepartmental cooperation is in today’s world. How important it is that everybody in your organization is working together to achieve goals—and not wasting time on duplicate work, departmental squabbles, or miscommunication. That’s why we’ve developed a seminar that will help your organization not only create effective teams with functional diversity, but build greater cooperation, collaboration, and communication among ALL your employees!

If you want your organization to succeed—your employees to enjoy coming to work…and your teams to work together smoothly and successfully, bring this training to your organization!

We’ll customize Essentials of Effective Cross-Functional Teams to meet your unique business goals and company structure—and we’ll deliver it when and where you want. We’ll let you choose the trainer who best meets YOUR needs. It’s a training experience that you’re in charge of—we just do the work for you.

To learn more, call 1-800-344-4613. e-mail us at onsite@ruceci.com, or visit us on the Web at www.NationalSeminarsTraining.com.

The Ultimate Collection for Managers of Cross-Functional Teams

This collection includes:

• Building Better Team Communication – 60-minute audio conference
• Self Profile – Book
• Supreme Teams – DVD

Join STAR12 Today — And Save $100!

Get a full year of unlimited access to EVERY seminar in the STAR12 Network for one ultra-low membership fee! It’s a great value and a smart way to make sure you have the skills and knowledge you need to achieve unlimited career success! Learn more at www.joinSTAR12.com.

Register online at www.NationalSeminarsTraining.com

or call toll-free 1-800-258-7246

or fax the completed registration form to 1-913-432-0824

or mail the registration form to: National Seminars Group
P.O. Box 419107
Kansas City, MO 64141-6107

Recommended Resources From Our Training Experts ...
Stop the squabbling and counterproductive competitiveness across the organization! Get people from different areas to work cooperatively and collaboratively together by attending ...

Essentials of Effective Cross-Functional Teams

Take the stress and hassle out of working with people with different skills, opinions, and problem-solving styles.

It's a fact of the workplace: you have to work with others to get things done.
Learn how to build effective working relationships where mutual respect reigns and everyone works together toward the same goals.

Enroll online at [www.NationalSeminarsTraining.com](http://www.NationalSeminarsTraining.com) or call 1-800-258-7246.