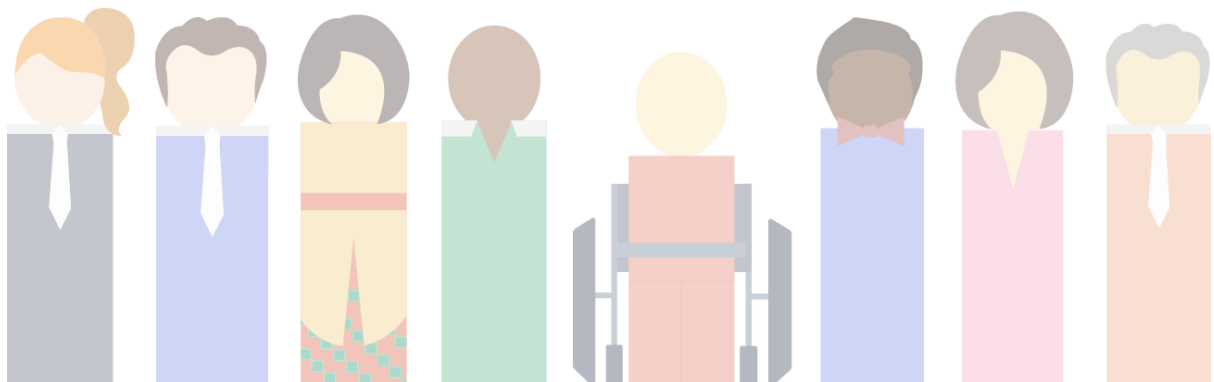




Nine Dots Development
Learn Today, Lead Tomorrow.

Navigating the Stages of Team Development

A New Manager's Roadmap to
Success



Navigating the Stages of Team Formation

A Manager's Roadmap to Success

As a new manager, understanding and effectively guiding your team through the stages of team development is crucial for building a high-performing and cohesive team. This downloadable handout provides an in-depth guide on the stages of team development and offers practical tips to support your team's growth and success at each stage.

Section 1 Understanding the Stages of Team Development

Forming

Team members are getting acquainted, establishing relationships, and defining their roles and responsibilities within the team.

Tips for the manager: Foster a positive team culture, facilitate introductions, encourage open communication, and establish clear team goals and expectations.



Storming

Conflict and differences of opinion arise as team members assert themselves, challenge ideas, and establish their position within the team.

Tips for the manager: Promote constructive discussions, mediate conflicts, encourage active listening, and guide the team towards resolution and mutual understanding.



Norming

The team begins to establish norms, shared values, and a sense of cohesion. Roles become clearer, and collaboration and cooperation increase.

Tips for the manager: Reinforce positive behaviors, encourage teamwork, facilitate team-building activities, and support the development of shared goals and values.



Performing

The team reaches a high level of productivity and synergy, working together effectively towards shared goals. Trust, cooperation, and a sense of shared responsibility are evident.

Tips for the manager: Provide autonomy, support individual growth, foster a culture of continuous improvement, and recognise and celebrate team achievements.



Adjourning

The team disbands or transitions to new projects. Reflection on accomplishments and recognition of individual and team contributions take place.

Tips for the manager: Facilitate closure, support team members in transitioning to new roles or projects, celebrate successes, and capture lessons learned.



Section 2 Tips for Guiding Your Team Through the Stages

Foster open communication

Encourage and facilitate effective communication channels, active listening, and constructive feedback among team members.



Set clear expectations and goals

Clearly define team objectives, individual responsibilities, performance expectations, and key performance indicators to align everyone towards a common purpose.



Facilitate team-building activities

Organise team-building exercises, workshops, and social events to strengthen relationships, enhance cooperation, and foster a sense of belonging.



Mediate conflicts and promote constructive dialogue

Address conflicts proactively, encourage open dialogue, mediate disputes, and help team members find mutually acceptable solutions.



Provide regular feedback and coaching

Offer timely and constructive feedback to individuals and the team as a whole. Support professional growth by providing coaching, guidance, and developmental opportunities.



Support professional development

Identify and provide resources, training, and development opportunities to help team members enhance their skills, knowledge, and capabilities.



Foster a positive work environment

Cultivate a positive and inclusive atmosphere where team members feel respected, valued, and supported in expressing themselves and contributing their ideas.



Encourage collaboration and teamwork

Foster a culture of collaboration and teamwork, encouraging team members to leverage each other's strengths, expertise, and perspectives.



Recommended Training for New Managers

We offer several programmes which are specifically designed for new managers:

Fast-track New Manager Course

The graphic is a dark blue rectangular banner. At the top left is the 'Nine Dots Development' logo, which consists of a 3x3 grid of white dots. To the right of the logo is the text 'Nine Dots Development' in white, with the tagline 'Learn Today, Lead Tomorrow.' below it. At the top right, the phone number '+44 (0) 1332 527 905' and the website 'ninedots.co.uk' are listed in white. The main title 'Fast-track New Manager Course' is prominently displayed in large white font. Below the title, it says '4-workshop Course (CMI Add-on Available)'. A short paragraph describes the course's benefits. On the right side, a light blue rounded rectangle contains a list of six bullet points, each with a white checkmark icon. At the bottom of the banner, there is a horizontal bar with colored segments (grey, green, orange, teal, pink, purple) and logos for 'ilm', 'CMI', 'Education & Skills Funding Agency', and 'Apprenticeships'. To the right of these logos are six stylized icons of people wearing graduation caps.

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Fast-track

New Manager Course

4-workshop Course (CMI Add-on Available)

Gives participants the key knowledge and skills to better understand their role as a new manager, successfully deliver the role, work with others across the organisation, and ensure that their team is effective, efficient, and productive.

This programme will help participants:

- ✓ Understand new manager responsibilities
- ✓ Organise their time efficiently
- ✓ Prioritise, allocate and resource workload
- ✓ Set and monitor SMART objectives
- ✓ Nurture a high performing team
- ✓ And much more...

ilm CMI Education & Skills Funding Agency Apprenticeships

This course contains 4 x live virtual workshops and is delivered over 4 months:

- Workshop 1: Leadership & Management Excellence
- Workshop 2: Managing Operations
- Workshop 3: Effective Business Communication Skills
- Workshop 4: Building Effective Teams

It can also be delivered face-to-face in-company for groups of 5-12.



Funded Level 3 Team Leader Programme

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Funded Learning • Level 3 • CMI Accredited

Team Leader Programme

Take your **new** and **existing** staff from untrained or self-taught managers to confident, qualified and highly skilled leaders able to perform and progress within your organisation.

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This programme consists of 8 x blended modules and is delivered over 13+ months:

- Personal Development Planning
- Building Effective Teams
- Managing Operations
- Enhanced Business Communication Skills
- Project Management Skills
- Leading and Management Excellence
- Budgeting and Resource Management
- Data-Driven Management

Tailored In-company Management Essentials Programme

This programme consists of 3 days of training:

- Understanding the Role of a Manager and Defining Team Focus
- Communicating Effectively to Get the Best from Your Team
- Developing and Coaching Your Team for Success

This programme is ideal for groups of 5-12 and can be tailored if there are specific topics you would like included.





Nine Dots Development

Gleneagles House, Vernongate, Derby, DE1 1UP

+44 (0) 1332 527 905

ninedots.co.uk

