

# Manager-Assistant Teambuilding



## OVERALL OBJECTIVE

The **Manager-Assistant Teambuilding** Workshop aims to ensure that participants are able to create an integrated, cohesive and enthusiastic team that increases the effectiveness of the relationship. Expectations and roles are clarified, communication channels, methods and styles are established, and work processes are defined to ensure smooth operations and effective support.

## OUTCOMES

The participants will be able to:

- clarify expectations and roles in the Manager-Assistant relationship
- increase the effectiveness of each Manager-Assistant relationship
- define specific and measurable objectives for the assistants' role
- set a mutually acceptable communication schedule and method
- determine how to enable the managers' decision-making
- agree on how to repackage information for the manager
- create an integrated, cohesive and enthusiastic team
- define how the assistant wishes to be managed
- draw on each other's strengths in the team
- increase understanding within the pairings
- communicate and relate more effectively
- determine service delivery parameters
- establish what is non-negotiable

## CONTENT

### Parameters

- Establish ground rules
- Understand underlying values
- Define the roles of each job within the paired team

### Current Reality Benchmark

- Conduct a SWOT analysis of the relationship and deliverables
- Identify future challenges to their roles and to the team

### Interpersonal Interactions

- Clarify self-concept and its impact on the team
- View the patterns that emerge in interactions
- Establish preferred communication styles
- Decide on the future modus operandi

### The Manager as Mentor

- Establish development needs
- Establish compatibility of emotional drivers
- Reach agreement on the required manager support

### Handling Change

- Manage stress levels
- Decide on preferred procedures when changes are required

### Performance

- Confirm responsibilities
- Set measurable objectives and deliverables
- Choose the schedule for monitoring and measuring performance

### Context

- Decide on information management techniques
- Establish frameworks for information repackaging
- Share criteria for decision-making to take place

### The Relationship

- Put the relationship into perspective
- Decide on the way forward

