

Working In Teams

A Free Workshop Sponsored by

The State of California's Employee Assistance Program



February 13, 2014 • 9:30 – 11:30 am

Department of Rehabilitation

The Auditorium

455 Golden Gate Avenue, Lower Level

San Francisco, CA 94102

February 20, 2014 • 9:30 – 11:30 am

Department of Rehabilitation

450 Poplar Avenue, Chetcuti Room

Millbrae, CA 94030

The quality of the work team may be the single most important factor in determining whether success and productivity in the workplace can be achieved. This program examines components of a successful team and discusses team dynamics such as building trust, clarifying goals, self-assessment, problem solving, appropriate roles and effective communication.

Attend This Workshop and Learn These Skills:

- Understand how successful teams develop
- Name the elements of a successful team
- Know the advantages of team problem solving

Who Should Attend: **These workshops are free to State employees and reservations are not required. Seating is on a first-come, first-served basis.**

Before planning to attend, employees should ensure supervisor's approval.

Please provide two week notice for special accommodations.

At many facilities parking is not provided, please plan accordingly.

Contact your departmental EAP coordinator for additional information.

