

# Leading Teams

## COURSE SYLLABUS/SCHEDULE

### Notes

- Items below preceded by a star (★) are graded.
- All activities are due at the end of the course.

### GET STARTED (30 MINS)

	Content/Activity	Estimated Time
<i>This week you'll take a Pre-Assessment to get a baseline of your understanding of the course material. During this period, you'll become familiar with the platform and course design.</i>	Welcome to the Course	5 min
	Entrance Survey	3 min
	★ Pre-Assessment	10 min
	Getting Started:	
	Syllabus	5 min
	Discussion Forum: Introduce Yourself	5 min
	Course Team	5 min
	Software Requirements and Accessibility	5 min

### WEEK 1: THE INS AND OUTS OF TEAMS (3 HRS 10 MIN)

<i>In week one, you will learn the ins and outs of teams to ensure you build and manage effective teams. You will learn how to implement a team vision, deal with decision processes, set up the first meeting, staff the teams, distribute roles and goals, establish norms, and handle conflict management. You will apply these concepts to a team you are part of or were part of in the past.</i>	Introducing the Internal and External Perspectives	13 min
	The Team's First Meeting	13 min
	Team vision	11 min
	Psychological Safety	22 min
	Group Conflict	12 min
	Strategies for Managing Conflict	23 min
	★ Week 1 Scenario: Apply and Share	25 min
	★ Week 1 Graded Activity: Peer Review	60min
	★ Submit Your Response	
	★ Review the Work from Three Peers	
Week 1 Discussion	10 min	

## WEEK 2: XTEAMS SIMULATION (4 HOURS 30 MIN)

*In week two, we will introduce the foundation of xTEAMS. You will play xCHANGE, a learning simulation helping you better understand how to apply xTEAMS effectively. Prof. Deborah Ancona will help you analyze your simulation results and actions in the debrief section. You will apply the learnings from this week to a team of your choice in a peer-graded activity.*

Using xTEAMS	31 min
xTEAMS Simulation – Introduction	45 min
xTEAMS Simulation – Play	60 min
xTEAMS Simulation – Debrief	27 min
xTEAMS Summary	18 min
★ Week 2 Scenario: Apply and Discuss	25 min
★ Week 2 Graded Activity: Peer Review	50 min
★ Submit Your Response	
★ Review the Work from Three Peers	
Week 2 Discussion	10 min

## WEEK 3: BUILDING HIGH PERFORMANCE TEAMS (3 HOURS 10 MIN)

*In week three, Prof. Deborah Ancona and Prof. David Niño will provide you with strategies to increase effectiveness and to end teams in a productive way. You will learn how to architect an effective organization that supports teams and teams' success. To finalize this course, you will synthesize the knowledge of the course in a handbook for creating effective teams within your organization.*

Team Effectiveness	7 min
Ending Teams	22 min
Types of Leadership	23 min
Leading Teams Summary	11 min
★ Week 3 Scenario: Apply and Discuss	25 min
★ Week 3 Graded Activity: Peer Review	80 min
★ Submit Your Response	
★ Review the Work from Three Peers	
Week 3 Discussion	10 min
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★ Post-Assessment	10 min
EXIT SURVEY	10 min