

High Performance Technology Teams



A One Day Tutorial -- June 24, 2000

Instructor: Michele Jackman

This tutorial examines all levels of teaming in an organization. The techniques covered in this tutorial help prevent the delays and time wasted that comes from poor team development up, down and across organizations. Using several models, this tutorial reviews all aspects of technology team structure, "personality" and performance to reveal critical elements and strategies which keep a team on course.

Case examples includes candid discussions of issues of ego, turf, understaffing, and inadequate competency which derail teams from their purpose.

You will learn very specific techniques and acquire new tools with which to predict and prevent team problems during the life cycle of projects and products.

WHAT'S IN THIS TUTORIAL:

- **How do you build, launch, and guide a diverse technology team?**
- **What is the team profile and "culture" ?**
- **Influencing upper management to support the team**
- **Overcoming predictable team problems and issues**
- **Specific causes of team failure and their prevention.**

Date: **June 24, 2000**

Time: 8 a.m. to 5 p.m. (includes an hour for lunch; lunch is provided)

Place: San Jose State University, Engineering Building Auditorium

Cost: Space is limited. Enrollment deadline is June 16

	INCLOSE Member	Non- Member	Non-Member plus Membership *
This session only	\$150	\$200	\$225
Series of three tutorials	\$360	\$410	\$435

(*Reminder - Non-members can enroll at the member's rate by including the membership fee. Membership good to 5/31/2001. Annual membership will be \$80.)



San Francisco Bay Area Chapter
Read about our chapter activities and
this tutorial series at
<http://www.incose.org/sfbac>

**ENROLLMENT AND
CONTACT INFO ON BACK**

About the Instructor

Michele Jackman, author, and professional business and team coach has been teaching management to professionals, scientists, and engineers for many years. She has taught in various UC Extension management certificate series relating to Technology, Project Management, Quality Based Management, and Human Resources.

An experienced Manager in both the government and corporate sectors, Michele's seminars are always relevant, responsive to the needs of attendees, and highly practical.

INFORMATION

Pre-Registration is Required. Fill out and return the enrollment form provided. Acceptable forms of payment are checks, bank drafts, and money orders (sorry, no purchase orders or credit cards). Fees are payable to INCOSE. To "reserve" a space in the tutorial when paying by company check, remit a personal check and attach a note to hold for company payment. Pre-registration ends June 16.

Late Registration. Enrollment forms postmarked after June 16 will be treated as Late Registration. Late Registration received prior to June 23 will require a \$15 late fee. Late registration received on June 23 and walk-ins on June 24 will require a \$30 late fee. Late registrants are not guaranteed handouts at the beginning of the tutorial. We will attempt to make handouts available during the day of the tutorial.

Confirming Enrollment Call 650-938-0553 if enrollment confirmation is not received by June 20.

Enrollment Packets A confirmation notice will be in the enrollment information package. A map to San Jose State and the auditorium will be provided as well as parking information and a phone number to be used in an emergency. Course material will be distributed on the day of the tutorial at the registration desk. Registration begins at 8 a.m. The course is scheduled to end at 5 p.m.

Lunch is Provided A one hour lunch break is scheduled. Lunch will be provided and the entree will be a selection of sandwiches with various meats and cheeses. Please list dietary restrictions on the enrollment form.

Cancellation Policy Full refunds will be made prior to June 15. The registration fee will also be refunded if the tutorial must be cancelled or rescheduled due to circumstances beyond our control.

Event Coordinator Ms. Linda Howell of *SERVICE PLUS* provides event operations support. Enrollment status and changes should be given to *SERVICE PLUS* 408.257.5501 or incose@svcplus.com

For Information about INCOSE Tutorials: Barney Morais, 408.720.8431, bgmorais@iee.org

✂ ----- complete and mail ----- ✂

Enrollment Form for HIGH PERFORMANCE TECHNOLOGY TEAMS (Postmark by June 16)

Name _____ (for Certificate of Completion) _____

Mailing Address _____

Position _____ Company _____

Day Phone _____ Fax _____

Email _____

Remarks/Request _____

<i>Circle the amount enclosed</i>	INCOSE Member	Non-Member	Non-Member plus Membership*	<i>Mail completed form and fee (made out to INCOSE) to:</i>
Registration				SERVICE PLUS
This Session only	\$150	\$200	\$225	SFBAC Tutorial
The Series	\$360	\$410	\$435	P.O. BOX 2610
				Cupertino, CA 95015

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