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Course Information

Course Title: *Developing and Managing Teams* #365316

Number of continuing education credit hours recommended for this course:

In accordance with the standards of the National Registry of CPE Sponsors CPE credits have been granted based on a 50-minute hour.

CPA: 4 (All states)

National Registry of CPE Sponsors ID Number: 107615.

Sponsor numbers for states requiring sponsor registration

Florida Division of Certified Public Accountancy: 4761 (Ethics #11467)

Hawaii Board of Accountancy: 14003

New York State Board of Accountancy: 002146

Ohio State Board of Accountancy: M0021

Texas State Board of Accountancy: 009349

Course Description

The *Developing and Managing Teams* course describes when to use teams, why it is critical to staff a team with a mix of personality types, and how to develop a high-performing team. The course also notes the importance of emotional intelligence, conflict resolution, and consensus building. It addresses many additional team topics, including how to manage a team, self-directed teams, and the decision-making process within a team.

Program Delivery Method: QAS Self-Study (interactive)

Subject Codes/Field of Study

NASBA (CPA): Business Management & Organization

Course Level, Prerequisites, and Advance Preparation Requirements

Program Level: NASBA (CPA): Overview.

This program is appropriate for professionals at all organizational levels.

Prerequisites: None

Advance Preparation: None

Course Content

Publication/Revision date: 1/17/2016.

Author: Steven M. Bragg, CPA.

Final exam (online): Twenty questions (multiple-choice).

Instructions for taking this course

A passing grade of at least 70% is required on the final exam for this course. The exam may be retaken if not passed on the first attempt (no charge).

Complete the course by following the learning objectives listed below and studying the review questions after each major section (or chapter) in the text. Once you are confident that the learning objectives have been met, answer the final exam questions (online).

Instructions for Taking the Final Exam Online

- Login to your account online at www.bhfe.com.
- Go to "My Account" and view your course.
- Select "Take Exam" for this course and follow instructions.

Have a question? Call us at 800-588-7039 or email us at contact@bhfe.com.

Learning Objectives:

- Recognize the essential components of a team, the types of teams that can be formed, and their purposes.
- Identify the types of team players and the characteristics of each one.
- Note the issues experienced by ineffective teams.
- Recognize the characteristics shared by the best team members.
- Note the impact of team size on a team.
- Understand the value and concerns associated with each type of communication method.
- Note the characteristics of an effective team.
- Recognize the different types of listening that a team member can employ.
- Identify the steps that can be taken to create a culture that favors teams.
- Note the types of decision-making systems that a team can use, when they work best, and when they can go wrong.
- Identify the approaches that can be used to improve the quality of team decisions.
- Recognize situations in which a team may be dispersed.
- Note how to create an emotional connection between the members of a dispersed team.

About the Author

Steven Bragg, CPA, has been the chief financial officer or controller of four companies, as well as a consulting manager at Ernst & Young. He received a master's degree in finance from Bentley College, an MBA from Babson College, and a Bachelor's degree in Economics from the University of Maine. He has been a two-time president of the Colorado Mountain Club, and is an avid alpine skier, mountain biker, and certified master diver. Mr. Bragg resides in Centennial, Colorado. He has written the following books and courses:

Accountants' Guidebook	Financial Analysis
Accounting Changes and Error Corrections	Financial Forecasting and Modeling
Accounting Controls Guidebook	Fixed Asset Accounting
Accounting for Derivatives and Hedges	Foreign Currency Accounting
Accounting for Earnings per Share	GAAP Guidebook
Accounting for Inventory	Hospitality Accounting
Accounting for Investments	Human Resources Guidebook
Accounting for Managers	IFRS Guidebook
Accounting for Stock-Based Compensation	Interpretation of Financial Statements
Accounting Procedures Guidebook	Inventory Management
Bookkeeping Guidebook	Investor Relations Guidebook
Budgeting	Lean Accounting Guidebook
Business Combinations and Consolidations	Mergers & Acquisitions
Business Insurance Fundamentals	New Controller Guidebook
Business Ratios	Nonprofit Accounting
Capital Budgeting	Payables Management
CFO Guidebook	Payroll Management
Closing the Books	Project Accounting
Constraint Management	Public Company Accounting
Corporate Cash Management	Purchasing Guidebook
Corporate Finance	Real Estate Accounting
Cost Accounting Fundamentals	Revenue Recognition
Cost Management Guidebook	The Soft Close
Credit & Collection Guidebook	The Year-End Close
Developing and Managing Teams	Treasurer's Guidebook
Enterprise Risk Management	Working Capital Management
Fair Value Accounting	

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