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Course Information

Course Title: *Developing and Managing Teams* #365321

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 (Accepted in 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 (for ethics): 002146

Ohio State Board of Accountancy: M0021

Pennsylvania Board of Accountancy: PX 178025

Texas State Board of Accountancy: 009349

Course Description

Teams are needed to solve problems and oversee projects; in many cases, they are the source of most of the innovation in a company. This course shows you how to create and manage high-performance teams. It does so by describing when to use teams, why it is critical to staff a team with a mix of personality types, and how to assemble the right 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. In short, this course provides an essential set of tools for accelerating team performance.

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: 6/30/2021.

Author: Steven M. Bragg, CPA.

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

Instructions for taking this course

Note: Download and save the PDF of this course to your computer for future reference, and to enable the search function (Menu: Edit>Find) and bookmarks (icon on left side of document window) for easier navigation.

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.
- Specify the issues experienced by ineffective teams.
- Recognize the characteristics shared by the best team members.
- Specify the impact of team size on a team.
- Understand the value and concerns associated with each type of communication method.
- Specify 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.
- Specify 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.
- Specify 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 more than 250 books and courses, including *New Controller Guidebook*, *GAAP Guidebook*, and *Payroll Management*.

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