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Course Information

Course Title: *Developing and Managing Teams*

#365324

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: 0004761 (Ethics #0011467)

Hawaii Board of Accountancy: 14003

New York State Board of Accountancy (for ethics): 002146

Ohio State Board of Accountancy: CE .51 PSR

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.

Course Content

Publication/Revision date: 6/12/2024.

Author: Steven M. Bragg, CPA.

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

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

Instructions for Taking This Course

- Log in to your secure account at www.bhfe.com. Go to "My Account."
- You must complete this course within one year of purchase (If the course is "Expired," contact us and we will add the latest edition of the course to your account (no charge).
- **To retain the course-PDF after completion (for future reference) and to enable enhanced navigation:** From "My Account," Download and save the course-PDF to your computer. This will enable the search function (Menu: Edit>Find) and bookmarks (icon on left side of document window).
- **Complete the course by** following the learning objectives listed for the course, studying the text, and, if included, studying the review questions at the end of each major section (or at the end of the course).
- **Once you have completed studying the course** and you are confident that the learning objectives have been met, answer the final exam questions (online).

Instructions for Taking the Online Exam

- Log in to your secure account at www.bhfe.com. Go to "My Account."
- A passing grade of at least **70%** is required on the exam for this course.
- You will have **three attempts** to pass the exam (call or email us after three unsuccessful attempts for instructions).
- The exam is not timed, and it does not need to be completed in one session.
- For a printed copy of the exam questions, open the exam and press "Print Exam."
- Once you pass the exam, the results (correct/incorrect answers) and certificate of completion appear in "My Account." A confirmation email is also sent.
- CFP Board and IRS credit hours, if applicable, are reported on Tuesdays and at the end of the month.

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 300 books and courses, including *New Controller Guidebook*, *GAAP Guidebook*, and *Payroll Management*.

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Table of Contents

Chapter 1 - Introduction to Teams	1
What is a Team?	1
What is a Work Group?	1
When to Use a Team	2
When Not to Use a Team	2
Types of Teams	3
Recommendation Teams	3
Ongoing Activity Teams	4
Design Teams	4
Management Teams	4
Customer Account Teams	5
Types of Team Players	5
The Optimum Number of Teams	6
Scaling Issues	7
Chapter 2 - Team Development.....	9
The Purpose of a Team.....	9
Issues Impacting Ineffective Teams	9
Identification of Team Members	10
Team Sizing	11
The Statement of Work	12
Team Structure	12
Team Direction.....	12
Work Assignments	13
The Work Load	13
Team Transitions.....	13
Communication Systems.....	14
Collaboration Issues	14
Team Emotional Intelligence	15
Team Engagement.....	17
Team Training.....	17
Multi-Team Members.....	18
Backup Planning	18
Conflict Resolution	19
Dealing with Counterproductive Behavior.....	20
Internal Conflict Resolution	20
Socialization Levels	21
Innovation Issues.....	21
Basic Compensation.....	21
Incentive Compensation.....	22
Team Rewards.....	23
The High-Performance Team.....	23
Team Duration.....	24
Team Termination	25
Keys to Team Success.....	25
Characteristics of an Effective Team	25
Chapter 3 - Team Management.....	28
Management Style.....	28
Management Behavior	29

Listening Skills.....	30
Coaching Skills	30
Leadership Sharing.....	31
The Management Group – Team Interface.....	31
Management’s Treatment of Teams.....	32
Periodic Status Meetings.....	33
Milestone Analyses	33
Team Measurements	33
Team Urgency	34
Team Budgeting	34
External Reports.....	35
Self-Directed Teams.....	35
Chapter 4 - Team Decision Making	39
The Decision Making Process.....	39
Consensus Building.....	40
Incorrect Consensus Outcomes	40
Causes of Faulty Decisions	41
Group Pressure.....	41
Conformity.....	41
Decision Cascades	42
Polarization	42
Confidence.....	42
Improvements to the Decision Making Process	42
Deviant Thinking.....	42
Chapter 5 - Dispersed Teams.....	45
Managing the Dispersed Team	45
Emotional Connection	45
Forms of Communication	47
Team Size	48
Rules	48
Web Page	48
Summary.....	49
The Team Leader	49
Multicultural Issues	49
Time Zone Issues	50
Answers to Course Questions	52
Glossary	57
Index	58