

HIMT 440

Group Processes, Team Building and Leadership

Course Description

This course introduces you to the group and team processes that are at the root of building, developing, and maintaining work teams in various workplaces and contexts, including the medical and healthcare fields, and the effective functioning of such teams. The course also provides an overview of leadership development techniques and a discussion of the uses of various communication technologies in the team building and functioning processes.

Prerequisites: None

Course Learning Objectives

Upon completion of the course, you will be able to do the following:

- Explain how teams are formed or come into existence.
- Effectively collaborate with others who have differing areas of expertise, competence, motivation, and personalities.
- Explain the nature and structure of teams.
- Apply the basic principles governing the most effective ways to use different communication technologies to serve different needs of the communicator and audiences.
- Compare and contrast characteristics of leaders, with a special focus on leaders in the health information management and health information technologies sectors.

HIM Curriculum Competencies

This course presents the content, knowledge, and skills required for the following 2014 AHIMA bachelor's degree competencies:

- VI.A.6 - Build effective teams.

- VI.F.6 - Collaborate in the development and implementation of information governance initiatives.
- VI.A.5 - Take part in enterprise-wide committees.

Course Materials

Required Textbooks

Course Activities and Assessments

A variety of case studies are used to explore various aspects of teamwork in the healthcare setting. You will work in groups and consider team dynamics, process improvement, and sources of conflict, with potential resolution strategies. You will use discussion boards and web conferencing software to facilitate group meetings. Individual discussions will also be utilized.

Group Project and Blackboard Collaborate (Online Rooms)

The course includes a semester-long group project, starting in Lesson 4. In Lessons 8, 9, and 11, you will need to meet with your group in real time using the web conferencing tool Blackboard Collaborate. This tool is built into your course and accessible through the Online Rooms link in the grey navigation bar at the top.

Here are some tips to ensure your live meetings will work smoothly:

- Plan to be available for the live meetings in Lessons 8, 9, and 11. (Your group will determine the days and times.)
- Review the [Online Orientation to Blackboard Collaborate](#).
- Verify your [system requirements and configure your computer](#) to run Blackboard Collaborate.

Course Outline

The course is organized into the following five sections:

- The Nature and Structure of Teams
- How Teams Are Formed
- Collaborating with Others

- Characteristics of Leaders
- Communication Technologies

Course Policies

Communication

One of the most important skills you learn at the university is how to effectively communicate with busy people. One key communication principle is to select your communication channels based on your purpose and the attributes of the message. Therefore, we will use a variety of methods to communicate during the semester including the following:

Discussion Area in D2L

I will use the tool to post announcements and answer general questions. You can also post questions for classmates.

Dropbox in D2L

We will use the dropbox for all major assignments.

Email and Phone

See under Contact Information above.

Grading

Lesson	Points
1	5
2	5
3	5
4	10
5	10
6	10
7	10
8	15

Lesson	Points
9	15
10	5
11	15
12	5
13	5
14	5
15	5
Total	125
Letter Grade	Percentage
A	90-100%
B	80-89.9%
C	70-79.9%
D	60-69.9%
F	<60%

Course Calendar

All assignments due at 11:59 p.m. CST on the date noted.

Lesson	Preparation	Activity and Due Date
Section 1		
The Nature and Structure of Teams		
Lesson 1	Mosser Chapter 1 Mosser Chapter 2 Apker Chapter 1 Nancarrow et al. (2013) (optional) Narrated Power Point	Discussion - Characteristics of Teams Initial post due 6/1/16 Reply post due 6/5/16
Lesson 2	Mosser Chapter 3 Mosser Chapter 5 Narrated Power Point (optional)	Discussion - HIM Roles on Teams Initial post due 6/8/16 Reply post due 6/12/16

Lesson	Preparation	Activity and Due Date
Lesson 3	Mosser Chapter 4 Blue Button Initiative "When You Hear Hoofbeats, Don't Think Zebras" Narrated Power Point (optional)	Discussion - Engaging Patients: The Blue Button Initiative Initial post due 6/15/16 Reply post due 6/19/16
Lesson 4	Apker Chapter 6 "I Don't Know What You Are Talking About" Select pieces from Dr. Phillip Clampitt's website Narrated Power Point (optional)	Group Project - Self-Assessments Self-Assessment due 6/19/16 Instruction Manual due 6/19/16
<p style="text-align: center;">Section 2</p> <p>How Teams are Formed</p>		
Lesson 5	Mosser Chapter 6 Mosser Chapter 7 "Team Meetings in a Healthcare Environment" video "Leadership Lesson: Tools for Effective Team Meetings - How I Learned to Stop Worrying and Love my Team"	Group Project - Team Formation One member of each group should email the names of the five students who will be in the group to the instructor. Your instructor will assign you to a group. This project will involve ongoing discussion (multiple posts) throughout the week with your team. Initial post due 6/22/16 Final post due 6/26/16
Lesson 6	Mosser Chapter 8 Leadership styles review Task Process Leadership Questionnaire Narrated Power Point (optional)	Group Project - Leadership Styles Initial post due 6/29/16 Reply post due 7/3/16
Lesson 7	Mosser Chapter 9 Farmer, L.A. (2005) Methods of decision making 7 Questions of Life Narrated Power Point (optional)	Group Project - Decision Making in Teams Initial post due 7/6/16 Reply post due 7/10/16 Team Survey due 7/10/16
<p style="text-align: center;">Section 3</p> <p>Collaborating with Others</p>		

Lesson	Preparation	Activity and Due Date
Lesson 8	Mosser Chapter 10 Revisit the "7 Questions of Life" Narrated Power Point (optional)	Group Project – 7 Questions of Life and Team Role Work Real time group meeting via Blackboard Collaborate (in D2L). Date and time to be arranged by group members; meeting to occur no later than 7/16/16. Submission to Dropbox due 7/17/16
Lesson 9	Mosser Chapter 11 Apker Chapter 2 Apker Chapter 3 Felblinger, D.M. (2009) Revisit the "7 Questions of Life" Narrated Power Point (optional)	Group Project - Bullying and Team Role Work Real time group meeting via Blackboard Collaborate to occur no later than 7/23/16. Submission to Dropbox due 7/24/16
Lesson 10	Apker Chapter 4 Read Henry, B.J. (2014). Revisit the "7 Questions of Life" Narrated Power Point (optional)	Discussion - Stress, Burnout and Social Support Initial post due 7/27/16 Reply post due 7/31/16
Lesson 11	Apker Chapter 5 Revisit the "7 Questions of Life" Narrated Power Point (optional)	Group Project - Change Management and Team Role Work Real time group meeting via Blackboard Collaborate to occur no later than 8/6/16. Submission to dropbox due 8/7/16
Lesson 12	Mosser Chapter 12 Mosser Chapter 13 Mosser Chapter 14 Narrated Power Point (optional)	Individual Assignment - Evaluating Healthcare Teams and Team Members Submission to dropbox due 8/14/16
Lesson 13	Mosser Chapter 15 Mosser Chapter 16 Mosser Chapter 17 Apker Chapter 7 Apker Chapter 2 Brown, J., et al. (2011) An Illustrated Look at Quality Improvement in Healthcare video Narrated Power Point (optional)	Discussion - Conflict Resolution Initial post due 8/10/16 Reply post due 8/14/16
Lesson 14	Mosser Chapter 18 Mosser Chapter 19 Narrated Power Point (optional)	Discussion - Future of Teamwork Initial post due 8/17/16 Reply post due 8/19/16

Lesson	Preparation	Activity and Due Date
Lesson 15	Apker Chapter 8 Narrated Power Point (optional)	Discussion - Communication Technologies Initial post due 8/17/16 Reply post optional