

Leading an effective team does not happen by chance, nor is it dependent solely on the charisma of the team leader. Teams which have a clear objective, which are organised well and which are lead appropriately will achieve outstanding results. This course looks at essential management skills required, examines the factors which influence leaders and their teams, and provides participants with the opportunity to identify ways in which they can build a motivated and productive team.

Your Workshop Leader: Tony Bray

LEARNING OUTCOMES

By the end of this course, participants will be able to:

- identify their strengths and explore areas for developing their leadership styles
- motivate team members, individually and as a group
- understand the process and skills of delegation
- identify their leadership skills and have an action plan for developing these

AIMS OF THE WORKSHOP

- To increase participants' confidence in their new role as Team Coordinator
- To understand and adopt key management and leadership approaches to maximize team output
- To provide a range of techniques and skills to address specific concerns and issues
- To encourage participants to grow into their new role and be ready to take on a greater level of autonomy and responsibility

WHO SHOULD ATTEND

Newly appointed team leaders or managers who want to gain a firm understanding of the key requirements of this role, and develop confidence in their style and skills.

Outline Programme

Team Leadership – roles and styles

Leadership and Motivation

- Leadership in the 21st Century
- exploring motivational theories and applying these in the workplace

Personal Team Leadership Styles

- questionnaire analysing individual strengths

Situational Leadership

- how to adapt your style when working with individuals

Performance Management

- the performance management cycle
- identifying potential and skills gaps
- developing coaching skills
- effective questions and active listening

Communicating

- how to ensure everyone understands and agrees what the team is trying to achieve
- building rapport for effective communication

The Art of Constructive Feedback

- positive and negative so that members understand where they are in terms of getting to the goal

Delegation

- how to trust the team to get on with the job and allow them the freedom they need to get the job done

Practical Applications

- discussing examples from participants' work environment

Action Plans

Close of Workshop

