

Executive Coaching Personal & Management Development

COURSE OUTLINE

Course Reference:	PP32
Course Title:	HOW TO LEAD A TEAM
Category:	Team Leadership
Duration:	3 Days
Cost:	TBA

Objectives:

By attending this programme the participants will:

- ☺ Understand a structured approach to enhance team working
- ☺ Know the tools and techniques to effect a balanced team
- ☺ Utilise skills to take a lead in team tasks
- ☺ Know their strengths and development areas for leading teams
- ☺ Produce a workable development plan for their team

Content:

Day One:

- ☺ Establishing Team Purpose and Goals
- ☺ What is a leader? (Styles and traits)
- ☺ Taking the Lead-In projects or day-to-day
- ☺ Developing the Skill Capability
- ☺ Applying the Key Skills

Day Two:

- ☺ Review of Great Leaders and good team working
- ☺ Agreeing a way of working together (Group Norms)
- ☺ Belbin Team Styles
- ☺ Team Communication methods

Day Three:

- ☺ Practical leadership tips-how not to do it
- ☺ Managing change within a team
- ☺ Celebrating team success
- ☺ Action Planning

Outcomes:

Participants will be given the necessary tools and techniques to develop a structured approach for leading and working within teams.

Who should attend:

This programme is aimed at managers and supervisors who have to lead and work in teams to meet daily and ad hoc tasks.

Requirement:

Tailoring the programme to the needs and the culture of the client is highly recommended therefore, research and preparation time would be anticipated in order to be able to relate the course directly to specific