

Introduction to Team Management and Leadership

Course Outline

So much depends on effective teamwork these days. Organisations that wish to retain a competitive advantage need teams that don't just work well, but they need teams that exceed expectations and deliver results faster.

This course will provide delegates with a better understanding of team dynamics, and the essentials of leading and managing a team. It will focus on the needs of the individuals within the team, and on the process of team development. Most importantly, it will identify the roles and responsibilities of the team leader/manager in keeping the team on track, and functioning effectively.

KEY AIMS

1. To enable new managers to operate confidently and competently by developing key team management and leadership skills
2. To focus on key issues and challenges relating to team management, such as: managing teams through different stages of development, and dealing positively with team dynamics
3. To introduce and promote the benefits of using an effective model of team management and leadership
4. To introduce powerful and flexible tools and techniques for effective team management and leadership, whatever the participants' previous experience or circumstances
5. To enable delegates to increase awareness of their personal management and leadership style, and the effect on the team members
6. To facilitate the development of strategies for improving delegates' personal approach and building on their natural style

KEY BENEFITS

Participants will learn how to:

- How to build trust and commitment
- How to recognise the different needs of team members
- How to set team goals and encourage ownership
- How to measure, evaluate and improve team performance
- How to deal effectively with conflict within the team
- How to maintain motivation and team co-operation

The organisation will:

- Have more confident and competent team leaders
- Have more motivated team members
- Enable teams to achieve more
- Develop teams to their full potential
- Improve staff retention

OUTLINE PROGRAMME

- **Identifying personal objectives** – Identifying participants' personal objectives in attending the training.
- **Benefits and features of effective teamwork** – Examining the benefits of working collaboratively, and identifying the exact nature of 'good teamwork' for the team members and the team as a whole.
- **Teams versus groups**– Identifying the difference between a group of individuals and a fully functioning team; exploring the progression of a team through 5 stages of development.
- **Team roles** – Considering the different roles taken by team members, and learning to use this to enhance team performance.
- **The role of the leader** – Analysing the role of an effective leader in terms of managing team dynamics; recognising and working with individual strengths and weaknesses and motivating the team to achieve its goals and objectives.
- **Team responsibilities** – Identifying the responsibility of team members towards the team and exploring how the leader can encourage commitment and responsibility towards the team as a whole.
- **Conflict Management** – Identifying inevitable sources of conflict within a team and learning to deal effectively and professionally with conflict when it arises.
- **Personal development planning** – Extending learning back into the workplace through comprehensive action planning of on-going learning and development.

FEEDBACK

- “Good course – well delivered – allowed everyone a chance to discuss needs and build on skills”
- “Thank you, I thoroughly enjoyed the course and participation in the exercises, well structured and presented”
- “The most useful part of the course was discovering that I am more in control than I thought.”
- “The course included plenty of real situations and how to overcome them – and an outside view point of how we do things was really eye-opening.”
- “Brilliant – very valuable and would strongly recommend the course”
- “Really very impressive session – I couldn't fault it!

COST

We understand that training is an investment - not just in terms of the cost, but also in time. We are therefore committed to providing excellent value by ensuring that our open courses are competitively priced. Unlike other inexpensive open/public courses, we deliberately restrict the number of places so you can rest assured that the training will be focused on the needs of every delegate, and will be an effective learning experience.

Fees for 1-day open courses from H2 are as follows:

- Per delegate: £275 + VAT
- 2 or more delegates: £235 + VAT each
- Self-funding individuals or delegates from not-for-profit organisations: £215 + VAT

Fees are fully inclusive of:

- Course tuition / materials
- Workbook, with comprehensive reference materials / proformas
- Lunch / refreshments
- Personal action planning
- Certification (on request)
- Follow-up support (on request).

CONTACT

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