



Introduction

Making the transition from team member to team leader can be daunting. Wouldn't it be great to feel confident that you have the knowledge and understanding to be able to deal with the types of new challenges that leading a team brings – even if you don't necessarily have the experience? To Be an effective team leader focuses on the essential components of leadership that will enable you to effectively lead yourself and your team to success. If you are new to your management role or you have had no formal management training, this is the programme for you!

Workshop Benefits

Through this programme you will learn the skills that will enable you to:

- ✦ Think, act and lead from a leadership perspective
- ✦ Understand and adapt your management style to suit the situation
- ✦ Improve your interpersonal skills to enable you to deal more effectively with others
- ✦ Balance the competing demands of the job more effectively
- ✦ Know when, what and how to communicate, and delegate
- ✦ Get the most out of performance management
- ✦ Structure and run effective team meetings
- ✦ Set goals and objectives that are meaningful and bring about sustainable results
- ✦ Effectively deal with conflict
- ✦ Positively influence others, encouraging collaboration and cooperation of team to drive team goals and targets

To Be Training & Development

326 Clontarf Road, Dublin 3, Ireland

Tel: 01 853 2236 Fax: 01 805 7389 Email: info@tobettraining.com

www.tobettraining.com

TEAM MEMBER TO TEAM LEADER: *To Be an effective team leader*



Workshop Content

<p>Part 1: Managing the Individual</p> <p>You learn how to help individuals within the team to fulfil their potential and deliver results in a sustainable way. Key elements of the module include:</p> <ul style="list-style-type: none">➤ Understanding your leadership style and knowing when and how to adapt it➤ Empowering the individual to deliver consistent superior performance➤ Coaching for empowerment➤ Motivating and managing individuals➤ Dealing with performance issues➤ Dealing with conflict	<p>Part 2: Managing the Team</p> <p>You learn how to build a high performing team through the collective efforts of your team members, and to develop an environment that fosters and encourages effective team working. Key elements of the module include:</p> <ul style="list-style-type: none">➤ Building synergy within a team environment enabling effective problem solving and decision making.➤ Translating goals into action➤ Team engagement – empowering your team to deliver results➤ Developing team accountability➤ Communicating in a way that builds relationships and gets results
<p>Part 3: Managing Results</p> <p>Here you focus on implementing the tools and processes that will lead to sustainable, superior performance results.</p> <ul style="list-style-type: none">➤ Planning for superior performance➤ Effective meeting management➤ Personal planning and organisation➤ Effective problem solving and decision making	<p>Part 4: Putting it into practice - follow up and application</p> <p>Each group of participants have a follow up review session where they:</p> <ul style="list-style-type: none">➤ Explore how they have applied what they have learned, the results they have achieved, and the barriers to implementation.➤ Discuss the ongoing support required to ensure that the changes are applied and the new behaviours are embraced.

Programme Structure and Duration

Participants engage in pre-work which is designed to encourage them to increase their self awareness and build their knowledge of the programme content so that the time on the workshop is geared more towards the practical application of key skills and concepts. The workshop facilitation is designed to promote experiential learning to enable the learning to stick.

Duration: The workshop is run over 3 days. The first two days are scheduled together and cover the majority of the material. Participants leave the first two days with action plans and are encouraged to meet as a group to support their development before the follow up day. Six to eight weeks later, participants have a follow up day where they review what they have learned, discuss their successes and challenges in working on their action plans so far, and find ways to overcome obstacles to the practical application of what they have learned.