

Team Management and Leadership Skills for Supervisors and Team Leaders (2) days

Overview

This two-day course covers the essential skills and personal qualities that will produce highly effective leaders. Delegates will discover practical and straightforward ways to lead, organise and motivate in order to achieve outstanding performance and results.

Who Should Attend?

Supervisors and team leaders who are looking to provide clear direction and leadership to their team and ensure maximum effort, commitment and motivation in the achievement of team objectives. This course is a progression from "People Management Skills for New Supervisors & Team Leaders".

Outcomes

By the end of this course you will be able to:

- Identify the key skills and characteristics of successful leaders and team managers.
- Understand your preferred leadership style and develop personal strategies for enhancing the effectiveness of your team.
- Develop your team's strengths.
- Understand how to manage different personalities and encourage mutual respect and cooperation from all team members.
- Manage effective team meetings and briefings and carry out delegation duties assertively.
- Resolve conflict and deal with difficult people and situations confidently and positively.
- Create and maintain an ongoing action plan for continuous improvement of the team and your individual management and leadership skills.

Content

The Art of Effective Team Management and Leadership

- Understanding the role and characteristics of a successful leader
- Recognising and reviewing your personal style of leadership
- Assessing the key leadership skills

The Effective Team

- Identifying the traits of an effective team
- The key techniques for competent team working
- Managing the expectations of your team

Building a Successful Team

- Distinguishing team roles and responsibilities
- Creating the ability to recognise and manage different personalities
- Encouraging mutual respect and cooperation with your team
- Identifying team strengths and development areas

Motivating to Achieve Results

- Setting a clear direction
- Keeping the team on target
- Providing support and recognition

Keeping Communication Channels Open

- Assertive team briefing and meetings
- Dealing with difficult situations
- Handling conflict within the team and promoting co-operative team behaviour

Enhancing Team Performance through Training and Development

- Developing the skills of individuals
- Problem-solving and decision making within the team
- Letting team members take greater responsibility - moving towards an empowering environment

Personal Development

- Creating your personal development plan
- Creating your team development plan