



Duration: 1 Day
Course Code: SSM03

Course Description:

Do you have to manage people but still work as part of the team? Being a Team Leader is a challenging role and requires a range of skills. These skills will be covered in interactive sessions to ensure you have a clear understanding of the role and the ability to develop this crucial position.

The focus of our workshop will be how to use these tools and ideas to benefit you and your company.

Who Should Attend Team Leader Essentials Training?

- The Team Leader development programme aims to give practising and potential team leaders the foundation to aid the formal development of their role.

Benefits From Attending The Training:

- The Trainer will use practical and relevant issues together with examples as a basis for discussions and practice. Confidentiality will be maintained throughout.
- Development of leadership skills and establish a preferred leadership style.
- Understanding the effects of effective and ineffective leadership.
- To develop open and positive communication through team briefings.

Course Contents:

The Role of the Team Leader

- Understand the role of the team leader
- Understand the limits of his/her authority
- Build respect and trust within the team
- Adopt an appropriate leadership style

Organising, Prioritising and Motivating

- Set smart objectives and determine priorities
- Adapt plans to meet changing circumstances
- Motivating team to achieve objectives

Team Development/Structures

- Understand the benefits of team work
- Understand the stages in team development
- Understand team roles and responsibilities

Related Courses:

- Presentation Skills | Duration: 1 Day | Code: SSI01
- Train The Trainer | Duration: 1 Day | Code: SSI03
- Microsoft PowerPoint | Duration: 1 Day | Codes: ITS09 | ITS10

***BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**

