

# Team Management & Leadership Skills for Supervisors & Team Leaders

2 Days LMS

## OVERVIEW

Linking practical leadership theories to dynamic team leading, this course comes to life by working through practical challenges and managing the reality of getting the best from a wide variety of people who need to work together.

This 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. Delegates will complete a Belbin Team Role questionnaire and receive a book for use back in the workplace to develop a dynamic team. The Belbin Self Perception Inventory tests remain valid for 2 years - giving your participants the option to complete the 360 degree Observer Assessments at a later date.

## DESIGNED FOR

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

## LEARNING OUTCOMES

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

- Identify the key skills and characteristics of successful leaders and team managers.
- Demonstrate flexibility across the leadership styles and develop personal strategies for enhancing the effectiveness of their team.
- Develop their team's strengths.
- 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 their individual management and leadership skills.

## TOPICS COVERED

### The Art of Effective Team Management and Leadership

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

### The Effective Team

- Identify the traits of an effective team
- The key techniques for competent team working
- Manage the expectations of your team

### Building a Successful Team

- Distinguish team roles and responsibilities
- Create the ability to recognise and manage different personalities
- Encourage mutual respect and cooperation with your team
- Identify team strengths and development areas

### Motivating to Achieve Results

- Set a clear direction
- Keep the team on target
- Provide support and recognition

### Keeping Communication Channels Open

- Assertive team briefing and meetings
- Deal with difficult situations
- Handle conflict within the team and promoting cooperative team behaviour

### Enhancing Team Performance through Training and Development

- Develop the skills of individuals
- Problem-solving and decision making within the team
- Empower your team

### Personal Development

- Create your personal development plan
- Create your team development plan

## EXTRA NOTES

*Further Development:  
Time & Priority Management (TM1)*

*An equivalent course is available in Arabic. Please call us for details.*