

## Team Leadership

Duration: 1 day

Private or in-company training only

Team leaders work as part of the team but are expected to divide their time between completing their own tasks and supervising other team members.

This workshop covers the key skills necessary for team members to become team leaders. It is ideal for recently promoted Team Leaders or those who have not had formal training.

### Course Content:

- The Role of the Team Leader
- Team Leadership
- The Mechanics and Dynamics of Team Leadership
- Recognising the Needs of Team Members
- The Skills Required
- Communication Skills for Team Leaders
- Communicating Effectively
- Learning to Really Listen
- Giving and Getting Instructions
- Leading Effective Team Briefings
- Maintaining Team Performance
- Setting Team Objectives
- Monitoring and Control
- Coaching and the Team Leader
- Giving Effective Feedback
- Problem Solving
- The Problem Solving Process
- Managing Yourself
- Developing Confidence and Self Esteem
- Becoming More Efficient
- Personal Action Plans

### Course Prerequisites:

- There are no prerequisites for this course