



TEAM LEADERSHIP SKILLS

Three days training course covering the core qualities and skills of an effective team leader.

INTRODUCTION & OVERVIEW

The Team Leadership Course (TLC) is a great experience for managers that are either new to leading a team or who are looking to brush-up on their leadership skills. It takes a practical approach to leadership on the front-line and will equip delegates with essential tools, skills and knowledge to take back to the workplace. These will in turn provide them with the opportunity to gain the benefits set out in the course objectives below.

Over the three days we look at what leadership is and identify how delegates can adapt their behaviour to be more effective in their roles as leaders. The TLC is aimed at anyone who is about to or is already leading a team and its main objective is to provide delegates with the skills to get the best performance from their team and the individuals in it.

Institute of Leadership & Management (ILM) Approved

The course has been approved by the ILM and delegates who successfully complete the course will be awarded an ILM endorsed certificate plus Level 3 Associate Membership grade of the ILM, enabling them to use the letters AMInstLM after their name. They can also enjoy all the online resources of the ILM. Membership into year 2 is discounted and among other benefits members are entitled to free entry into ILM Events/Conferences.

COURSE OBJECTIVES

By the end of the course delegates will be able to:

1. Understand the difference between management and leadership;
2. Identify key leadership behaviours and skills and learn to adopt them;
3. Communicate more effectively with people they work with;
4. Behave more assertively;
5. Influence and persuade more effectively so as to be more likely to gain the outcome they are looking for;
6. Create an effective vision and set of values for their team;
7. Utilise team resources to best effect;
8. Be more influential in meetings;
9. Deliver effective and impactful presentations;
10. Prepare an action plan for success

COURSE SCHEDULE

DAY 1: Leadership, styles, vision and values

09.30-10.00	Welcome, introductions and course objectives
10.00-11.00	What is Leadership? ➤ Topic introduction and definitions ➤ How does leadership differ from management? ➤ Do managers need to be good leaders? ➤ Are leaders born or made? ➤ What makes a good team leader?
11.00-11.15	Break
11.15-12.45	Models of Leadership ➤ Adair's leadership model ➤ Applying theory to reality ➤ Balancing and integrating the needs of the task, individuals and the team ➤ Identifying your leadership style: Blake Mouton Grid ➤ Leadership styles in different situations
12.45-13.30	Lunch
13.30-15.00	Motivating and engaging the team ➤ Motivation theory: Maslow, Herzberg and beyond ➤ Applying theory to reality ➤ What does your team need from you? ➤ Developing a high performing team
15.00-15.15	Break
15.15-17.00	Vision and values: identify the team's purpose and direction ➤ Establishing purpose and mission ➤ Agreeing team values and consequences ➤ Writing a vision and values statement
17.00-17.30	Day 1 summary, recap and preparation for Day 2

DAY 2: Communication & Interpersonal Skills

09.00-09.15	Welcome back, objectives for Day 2
09:15-10.45	Assertive Behaviour (part 1) ➤ Analysing 4 types of behaviour ➤ What is assertive behaviour and how does it benefit the team leader? ➤ Verbal and non-verbal communication ➤ It's not what you say, it's how you say it!
10.45-11.00	Break
11.00-12.30	Assertive Behaviour (part 2) ➤ Using assertive behaviour effectively ➤ Handling difficult conversations ➤ Giving and receiving feedback
12.45-13.30	Lunch
13.30-15.00	Influencing and Persuading Skills (Part 1) ➤ Subtle influencing in written and verbal communications ➤ Avoiding irritators ➤ How to present your message
15.00-15.15	Break
15.15-17.00	Influencing and Persuading Skills (Part 2) ➤ Having impact in and influencing meetings
17.00-17.30	Day 1 summary, recap and preparation for Day 3

DAY 3: Team Roles and Presenting with Impact

09.00-09.15	Welcome back, objectives for Day 3
09:15-10.45	Team Roles (Part 1) ➤ Belbin Team Roles ➤ Practical application
10.45-11.00	Break
11.00-12.30	Team Roles (part 2) ➤ Belbin team roles part 2 ➤ Empowering the team ➤ Using team resources effectively
12.45-13.30	Lunch
13.30-15.00	Presenting with Impact (Part 1) ➤ Preparing presentations ➤ Visuals ➤ Topic choice and target audience
15.00-15.15	Break
15.15-17.00	Presenting with Impact (Part 2) ➤ Presentations ➤ Feedback
17.00-17.30	Course summary, certificates, recap and action plans

LEARNING STYLES

The Team Leadership Course uses a wide variety of learning methods to explore and practice the topics covered. These include presentations, group discussions, individual and group activities, DVD, role-plays and team working. This wide approach enables the course to appeal to delegates with differing learning styles and preferred learning methods.

To book on the course, or for further information, please call us on 01722 325 833, or email info@access2hr.co.uk

