

# LEADING EFFECTIVE TEAMS

## (2-Day Workshop)

Managing a successful team is the key to being a good manager. Your performance is judged by the way the team performs. The way you manage the people in your team will determine the success of that team.

This workshop trains delegates in the team management skills that managers need to use in order to develop, build and maintain high performing teams. It also provides managers with an opportunity to practice and develop these skills.

### Objectives

- ◆ To develop the awareness, knowledge and skills needed to build, develop and maintain high performance teams.
- ◆ To develop abilities to identify and build upon individual differences and strengths of team members.
- ◆ To provide an opportunity for self-appraisal of your own team leadership skills and styles.

### Learning Methods

- Inputs designed to broaden your knowledge and understanding of how to manage and lead effective teams.
- Team tasks and group exercises to practice and develop the skills of leading effective teams.
- Individual and team reviews – giving and receiving feedback

### Who Should Attend

Managers who are leading teams of people, whether this is within a department or at divisional or company level.

### Contents Of The Workshop Include

- What Makes Some Teams High Performing and Others Less So?
- How Teams Develop; Stages of Team Development
- Team Work Skills and Difference Between Task and Team Behaviours
- Team Planning
- Common Problems in Team Management and How to Deal with Them
- How To Carry Out Team Reviews
- Managing Team Dynamics – Team Processes and Systems
- Role of the Manager as Team Leader
  - Team Leadership Skills and Styles
- Team Communication and Influencing Skills
- Team Problem-Solving and Decision Making
- Team Relationships – Giving and Receiving Feedback
- Team creativity
- Inter-team Work

**P.T.O.**

## **Number Of Delegates**

Because of the interactive nature of this workshop, a maximum number of 12 people can attend the workshop.

**TO CONTACT US: Telephone John S Steel on 01295 255910 or 07788714693**