

TEAM BUILDING AND EFFECTIVE LEADERSHIP

COURSE OUTLINE

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capitaltraining.com

 **Capital**
TRAINING



6 HOURS

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

Audience

For those looking for the essential skills to lead, organize and motivate in order to obtain the best performance from a team.

You will discover how to your team can achieve their objective by gaining maximum effort, commitment and co-operation from team members.

Pre-Requisites:

None

Course Objectives:

By the end of this workshop the delegate will have learned the following:-

- Identify the skills and characteristics of successful team leaders
- Understand the different leadership styles and strategies for team development
- Understand how to develop your teams' strengths
- Manage different personalities and encourage mutual respect for harmonious team working
- Manage team meetings and briefings and delegate duties effectively
- Resolve conflict and deal with difficult circumstances positively and confidently
- Maintain on-going continuous development of the team.





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Course Content

- Interactive activity to identify the characteristics of an effective team, and the characteristics of an effective team leader
- The leadership continuum:
When should the leader retain authority?
When should the leader involve the team in decision making?
When should the leader pass authority to the team?
- Activity in 3 teams, each with a leader briefed to adopt a different leadership style. Review of the impact of these leadership styles.
- Developing the team:
- Tuckman's stages of team development – forming, storming, norming and performing
- Helping the team through these stages by answering the following questions:
Why does the team exist – its purpose?
What does the team need to do to achieve its purpose – team objectives?
How should we work together as a team – team agreement?
Who should do what – team roles?
- Discussion of Belbin's team roles model – making the most of the team's strengths, and addressing the team's weaknesses.
- Identification of causes of conflict within a team
- Exploration of 4 conflict handling styles:
Controlling
Persuasive
Steadying
Diligent
- Activity and discussion to identify appropriate styles to adopt to different personalities and situations.





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- **Team meetings:**
Why have them?
How often?
What to do before, during and after to ensure that they are effective
- **Maintaining continuous development in the team:**
Support and challenge – striking the right balance
Making work meaningful
Enhancing autonomy for team members
Building competence within the team
Creating a feedback culture
- **Activity – applying effective team working in practice**
- **Action planning – how can I apply my learning in the workplace?**

