



## Two Day Effective Team Leader

### **Purpose**

For team leaders to revisit the organisation's vision, and annual objectives: and to understand their part in delivering these. To brief out the responsibilities of team leaders, record their concerns, and begin to address those concerns with specific skill and process improvement sessions. To build a cadre of like-minded people to lead the organisation forward.

### **Benefits**

Team leaders will have a clearer understanding of their vital part in the organisation's progress. They will improve their understanding of processes, and the areas of competence in which they must excel if they are to maximise the contribution of their individual team members. As individuals they will begin to plan how they will achieve personal improvement.

### **Content**

- Presentation by senior management of their vision, and specific objectives.
- The tasks that team leaders must carry out to deliver the vision and objectives?
- What concerns do team leaders have in carrying out those tasks?
- What is the difference between managers and leaders?
- What do successful leaders do that's different?
- Managing different personality types.
- How to communicate, motivate, and persuade different personality types.
- How to plan, and manage effective meetings.
- How to manage poor performance within the framework of the organisation's policies and processes.

### **Deliverables**

- The vision and current objectives reaffirmed and understood.
- Recognition of the tasks necessary to deliver the vision and objectives.
- The responsibilities and specific competences of team leaders identified.
- Team leaders' concerns identified and support program begun.
- Managing poor staff performance; process and policy understood.
- Improved communication and motivation of different personality types
- The rules of effective meetings.
- Improved delegation skills.