

Leading and Managing a Team



Introduction

Designed for managers and team leaders who need to improve their knowledge of team management and boost their success rate. The course includes individual and team motivation, managing difficult team members and effective ways of keeping the whole team on track and on budget.

Aims and objectives

This course covers everything you need to know about leading and managing a successful team. If you want to progress your career in management, then you will benefit from attending this course.

Planning

- ▶ Manager or leader? Understanding the roles and responsibilities of both.
- ▶ An understanding of how a team can fail and how to avoid it.
- ▶ Identifying important objectives and team plans.
- ▶ Managing and leading your team in a changing market place.

Communication and motivation

- ▶ Communication skills needed to lead a successful team.
- ▶ How different people are motivated and how to adapt for greatly improved results.
- ▶ Ensuring the team is motivated to put plans into action with commitment.
- ▶ How and when to use the management styles available to you.
- ▶ Communicating your expectations.

Goals and targets

- ▶ Setting targets and establishing methods for achieving them.
- ▶ Controlling the process by which goals and targets are met.
- ▶ How to introduce and monitor individual Personal Action Plans (PAPS).



Effective meetings

- ▶ How to conduct effective meetings.
- ▶ How to tackle problems and decide on the most appropriate solutions.
- ▶ What to delegate, and how to delegate it, whilst minimizing fears the team may have.
- ▶ How to be assertive in difficult situations.

On-going improvement

- ▶ Identifying areas for individual and team improvement and development and dealing with under-performance.
- ▶ Developing your training and coaching skills and how to improve on an annual basis.

SUPPORT

All our courses come with one year's telephone support. This allows delegates to talk with a trainer and get advice and training material when working on projects. Call 02380 840376 for more information