

## **Team Leadership training - 1 day**

Team leaders work as part of the team but are expected to divide their time between completing their own tasks and supervising other team members.

### **Team Leadership Training Course Objectives:-**

This team leadership training course covers the key skills necessary for team members to become team leaders. It is ideal for recently promoted Team Leaders or those who have not had formal training.

## **Team Leadership Training Course Content**

- The Role of the Team Leader
- Team Leadership
- The Mechanics and Dynamics of Team Leadership
- Recognizing the Needs of Team Members
- The Skills Required
- Communication Skills for Team Leaders
- Communicating Effectively
- Learning to Really Listen
- Giving and Getting Instructions
- Leading Effective Team Briefings
- Maintaining Team Performance
- Setting Team Objectives
- Monitoring and Control
- Coaching and the Team Leader
- Giving Effective Feedback
- Problem Solving
- The Problem Solving Process
- Managing Yourself
- Developing Confidence and Self Esteem
- Becoming More Efficient
- Personal Action Plans