

## Team Leadership (2 days)

How can you get the best from your team? How can you get them all pulling in the same direction?

This two day course will enable you to explore a range of practical management techniques to lead, encourage, & inspire performance from your teams.

You will learn how to adapt your leadership style according to the individual, task and situation. You will learn how to motivate and inspire others in an assertive and effective way and how to add value to each team process.

## Course Content

Day 1: The roles and responsibilities of a team leader and how a team works

- What is required of you as team leader?
- The key skills of successful team leaders
- Explore your own approach to working with others and how this affects outcomes
- Different management styles for different situations
- Understanding team dynamics and the stages of a team life-cycle
- Understanding the roles individuals play within teams

Day 2: Tools and techniques for managing team performance

- Setting goals & objectives for your team
- Delegating effectively to team members
- Motivating a diverse team of individuals
- Working with difficult team members and giving constructive feedback
- Handling team meetings effectively

Overnight accommodation is available on site at our venues at preferential rates. Please call the office for details.

## Who is it for?

Team leaders, section leaders, supervisors and first line managers who are looking for some tools to help them get the best out of all the members of the team.

## Duration

2 consecutive days

## Cost

£790 + VAT per delegate on our scheduled course. This course can also be run in house for up to 12 delegates for £2390 + trainer travel from our Sevenoaks office + VAT. Unless stated otherwise, travel time is included in the price.

This programme is recognised by the Institute of Leadership and Management (ILM). This means that for an optional fee of £75 + VAT per delegate:-

- Delegates will receive an ILM Development Certificate . This is awarded by a recognised body and can therefore be added to the delegates CV or professional learning log.
- Should the delegate wish to develop their knowledge further in the future, the award can be used towards a formal ILM qualification.
- They will receive free studying membership of the ILM. This will enable them to access a comprehensive library of additional training materials and on-line learning to enhance their development for a period of six months.
- Book loans from the ILM with over 2000 items to choose from.
- Skills factsheets available to download covering key leadership and management topics such as motivation, delegation, coaching and time management.
- E-Journals giving access to thousands of articles from over 450 business magazines including Management Today and the Economist.
- Additional Management Tools to enhance their Kent Trainers learning. These are online tools from the Harvard Business Stepping up to Management Programme.