

# Core Skills for Team Leaders



*making a positive difference to people and organisational performance*

**Duration:** 2 Days

**Overview:** This two-day course will provide you with the underpinning knowledge and understanding of team development and effective teams, the role and responsibilities of a Team Leader, an awareness of various management and leadership styles, as well as key skills areas such as workplace communications and delegation. You will also have an opportunity to consider ways of developing yourself as a Team Leader.

**Please Note:** if you wish to study towards a nationally recognised qualification in Team Leading, you are advised to consider alternatively enrolling onto our ILM Level 2 Certificate in Team Leading.

**Designed for:** This course is designed for individuals who are either newly appointed to a Team Leader role or for individuals who have been a Team Leader for a period of time but have received no formal training.

**Objectives:** By the end of this course you will be able to:

- Understand the difference between groups and teams
- Know what is meant by a Team Role and how to identify them in your workplace
- Understand the stages of team development and assess where your own team is in relation to Tuckman's model
- Identify the Skills, Behaviours & Characteristics of good Team Leading
- Understand a relevant Management and Leadership theory and your own Leadership Style
- Identify good workplace communication practice methods and barriers
- Appreciate the main advantages and disadvantages of workplace delegation
- Know how to establish SMART objectives for your team
- Understand a number of relevant workplace motivational theories
- Know how you may continuously develop in your workplace

**Method:** The Workshop will use a structured series of lively and interesting exercises and activities to gradually develop understanding, confidence and capability in a supportive environment.

This course can be run exclusively and tailored to suit your company's specific learning requirements and organisational needs. Costs are dependent on number of days required and bespoke content

For further details, please contact Gareth Harris on 01656 644306 or email: [gareth.harris@tsw.co.uk](mailto:gareth.harris@tsw.co.uk)