

ESSENTIAL LEADERSHIP SKILLS COURSE OUTLINE: 2 DAYS

This course is for new team leaders or managers

OBJECTIVES	
To provide new team leaders and managers with a thorough understanding of team dynamics and effective leadership skills.	
CONTENT	
<p>DAY 1 AM – Preliminaries Scene Setting</p> <ul style="list-style-type: none"> ▪ What is a Team? ▪ You and Your Team ▪ Your leadership style ▪ Effects of leadership styles ▪ Motivation ▪ Changing and redefining roles 	<p>DAY 1 PM – Team Roles Making the most of differences</p> <ul style="list-style-type: none"> ▪ How effective is your team? ▪ Self-assessment ▪ Relating team roles to reality ▪ Distribution of roles in the team ▪ Matches and mismatches
<p>DAY 2 AM – Setting Parameters Making it Work</p> <ul style="list-style-type: none"> ▪ The Leader in the context of the team ▪ Team ground rules ▪ Avoiding discounting ideas 	<p>DAY 2 PM – Facilitation Skills Skill Practice</p> <ul style="list-style-type: none"> ▪ Feedback ▪ Active Listening ▪ Practicing facilitation skills ▪ Action Planning ▪ Depart

**TO BOOK A PLACE ON THIS COURSE OR FOR FURTHER INFORMATION, PLEASE CALL THE HJS
PEOPLE TEAM ON 02380 234222.**