

Training Course Outline

Course Title

Focused Team Leaders and Supervisors

Who is it for?

If you lead your team you will need very good people management skills to be a leader and member of the team. It is perfect for recently promoted Team Leaders/Supervisors or those who have not had formal training in this area.





What is it about?

This course will help you to develop key skills to effectively organise and direct the work effort of your team. With practical exercises, adapted to your individual workplace requirements, you will immediately use the skills you learn.






Overview of Course Contents

All course content is adapted to meet the specific needs of attendees at each course. The course can also be tailored to your precise organizational needs.

Day 1

-  Being in charge - The true role of a leader
-  Planning and organising your team and its work
-  Monitoring and managing team performance
-  Dream the best team – Create the best team

Day 2

-  Recap of Day 1
-  Better individuals = Better team
-  Effective communication
-  Solid foundations - Trust, respect, understanding and empathy
-  Inspiring, motivating and coaching your team – Action planning

What will you get from the course?

- ✓ Fully appreciate your role as the team leader/supervisor
- ✓ Effectively plan and delegate team work to meet your organization's objectives
- ✓ Inspire and motivate your team to achieve individual/team maximum potential
- ✓ Set and agree realistic performance objectives with your team
- ✓ Enhance your skills as a coach and mentor to your team
- ✓ Lead your team with passion and open-minded vision
- ✓ 3-months email coaching support to help maintain and increase your skills and personal development