



Two Day Effective Team Leader - Running Order

Until the individuals are the best they can be; the team can not be the best it can be.

Workshop Duration Day 1 Six Hours 30 minutes; Day 2 Five Hours 30 minutes

Session 1 What do we have to do?

Our vision and objectives for the business and the role of team leaders in enabling these to be achieved

Outcomes

- Understanding the vision for the business
- Understanding the objectives for the current year
- Understanding of what team leaders will have to do to ensure successful delivery of our objectives.

Process

- **Presentation** by senior management of vision and objectives for the year.
- **Syndicate exercise:** - What are the specific tasks that team leaders must carry out to deliver the vision and objectives.
- **Syndicate exercise:** - What concerns do have about your ability to carry out those tasks.
- **Collation of key areas of concern.**

Session 2 The role of leaders

What are they for?

Outcomes

- Identify the responsibilities of leaders.
- Identify participants preferred leadership style

Process

- **Syndicate exercise:** - What is the role of leaders in organisations today, what are they responsible for.
- **Presentation:** - The Final outcome; what you get at the end of the day
- **Syndicate exercise:** - What are the qualities of successful teams.
- **Syndicate exercise:** - What are the qualities of successful team leaders.

Session 3 Managing people not like you

The output of the team is a consequence of all the individual inputs, but they have choices.

Outcomes

- To more clearly understand of our interdependence upon each other.
- Recognising different folks need different strokes

Process

- **Syndicate exercise:** - Personality personal assessment
- **Presentation:** - The Four Personality Types
- **Individual exercise :** - Who is in your team; what do you want them to do differently



Session 4 Measurement and counselling.

Principles of staff assessment, counselling and discipline within the business
H.R.Manager

Outcomes

- Understanding of the business H.R. process and policy.
- Understanding how to handle some common people difficulties.

Process

- **Syndicate exercise:** - How would you wished to be measured.
- **Presentation:-** process and policy for review, measurement and discipline
- **4 Syndicate exercises** :- How would you best handle the following situation

Each syndicate to resolve a different but common people issue, as
Described by H.R. Manager

Session 5 Meetings

Principles of Meetings Management

Outcomes

- Develop the rules of meetings.

Process

- **Syndicate exercise** :- List the meetings you attend and why they sometimes fail.
- **Syndicate exercise** :- What should be the rules for meetings held at this business
- **Facilitate:-** Discussion about purpose of meetings, conventions, timings etc.
- **Syndicate exercise:** - what should be the agenda when you have your monthly one to ones with your team.
- **Syndicate exercise:** - what should be the agenda when you have your monthly one to ones with your team leader.

Session 6 Delegation

Principles of Delegation

Outcomes

- Develop the rules of delegation

Process

- **Syndicate exercise:** - What are the benefits of delegation..
- **Briefing:-** Collation of key areas of benefit
- **Buddy exercise:** -
 - What tasks can not be delegated and why
 - What must be known about the task before delegation occurs
 - What must you do before you speak to the recipient
- **Briefing**
 - Testing & Collation of best practice
- **Syndicate exercise**
 - What concerns might the recipient have about the task they are about to receive?
 - What must be briefed out if these fears are to be overcome
 - What is the Checklist of delegation must do's



- **Briefing**
Testing & Collation of best practice

Session 7 Leadership action planning

What to do next.

Outcomes

- Develop personal action plans.

Process

- **Syndicate exercise:** - What must the business do to be more effective in its use of resources.
- **Individual exercise:** - What must my team do to be more effective in its use of resources.
- **Individual exercise:** - What must I do to be an effective team leader.

Closes with participants giving a public commitment of one thing they are going to do that will improve the performance of their team.

END