

Colleague to Team Leader Development Programme

The Colleague to Team Leader Development Programme is recommended for newly-appointed supervisors and team leaders, those about to be promoted to that role and experienced supervisors who would welcome refresher training

Course overview

The transition from team member to team leader is highly demanding. The Course will help you become fully effective as smoothly and quickly as possible. As a supervisor/team leader, you focus on the day-to-day implementation of your organisation's strategies so your contribution is vital in getting things done. This course will help you to see how your role and style affects your team's ability to meet the organisation's expectations

Course Outcomes:

- understand the role of the supervisor/team leader
- effectively plan and delegate the work of the team to meet your organisation's objectives
- inspire and motivate the team and individuals to achieve their maximum potential
- describe their current leadership style and be able to identify appropriate circumstances to adapt this to assert authority in the right way
- lead your team with vision and passion

Delivery model

This Course is delivered on site for 3 days spread over 3 months allowing you to put your newly acquired skills and knowledge into practice and for you to reflect and develop over that time

Day 1

- The role and responsibilities of a team leader
- Establishing your leadership style
- Understanding your team – identifying learning and communication styles
- Effective communication skills

Day 2

- Planning and setting SMART targets
- Developing effective delegation skills
- Dealing with conflict

Day 3

- Improving performance
- Coaching in the workplace
- Personal Development Planning and Action Plan

Cost £295 per person
Venue To be confirmed
Times: 9:30am – 4:30pm each day

To book please contact Jackie at Jackie.spotonsolutions@gmail.com or telephone 07966 617130

This Programme can be delivered in house for a maximum of 15 delegates please call for more details