

## Leading Your First Team

*How to make the step from team member to team leader*

### Course benefits:

The most difficult step up the management ladder is the first, that is, promotion from team member to team leader. Frequently such promotion comes because of technical expertise or length of experience. Only rarely does it come through demonstrated leadership or management skills, since the opportunity to display such skills is not usually available. Establishing credibility, making the right decision and being effective, all need to happen within a short time - effective training can make that happen.

### Who should attend:

This course is intended for staff who:

- have recently taken over, or are about to take over, the leadership of a team
- user staff seconded to play a lead role in small projects

### Prerequisites:

The course is aimed at those people who have just taken, or are about to take, their first step on the leadership ladder. It is not suitable for experienced team leaders. There are no specific prerequisites for attendance.

### What you will learn:

On successful completion of this workshop, attendees will be able to:

- Describe the role of team leader and the relationship with the team
- Apply different leadership styles
- Recognise the styles of team members
- Apply the principles of self-organisation
- Conduct effective meetings
- Describe the main factors involved in delegation
- Get the best out of team members
- Handle behavioural and performance problems

### What you will cover:

- Leadership - leadership, management and motivation; leadership styles; good and bad leadership; handling behavioural and performance problems
- Managing Time - personal time management; organising oneself; distinguishing between important, urgent and non-urgent work; principles of delegation
- Meetings - planning and running effective meetings; roles and responsibilities; agendas and hidden agendas; organising and controlling participants
- Motivation - personal and motivation of others; motivators and de-motivators; motivation models, goal setting and achievement
- Planning and control - planning and scheduling the work of oneself and other team members; matching resources to needs
- Team building - using the Task, Team and Individual model to achieve measurable results

### How you will learn:

The emphasis is on practicality. Only 20% of the learning experience is via lectures and even those are highly interactive. All the work is carried out in teams and involves exercises, discussions and simulations. Every delegate on the course spends time as team leader and team members are encouraged to give constructive feedback on each leader's performance. The task, team and individual model will be explained through questionnaires and an action video.

Emerge Training and Consultancy. Web site: <http://www.emergetraining.co.uk>

Tel: 01243 822379

In association with Stehle Associates. Web site <http://www.stehle.co.uk>

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...let your true potential emerge



**Duration and availability:**

Two days non-residential. In-house only.

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