

# Team Leading



## Programme Aim

- This programme is designed to develop the skills and knowledge of Supervisors and team leaders in managing teams and developing high performance teams to meet strategic and business needs

## Programme Overview

- Identify the role and responsibilities of a team leader
- Identify skills acquired for this role
- Manage and motivate team
- Develop and maintain a high performance team
- Organise a team
- Evaluate performance
- Set SMART and departmental objectives

## Programme Outline

### Managing Self

- Understanding role and responsibilities of a Team Leader
- Develop skills of a team leader
- Demonstrate effective communication skills
- Effectively manage time and meetings

### Managing Teams

- Motivate and manage team members
- Delegate work effectively
- Recruit the right people and understand important legislative requirements
- Develop and manage high performance team

### Getting the Work done and Managing Performance

- Plan and organise a teams work load
- Evaluate performance
- Set SMART and departmental objectives
- Appreciate the importance of training as part of enhancing performance

