



Introduction to Team Leading

This one day workshop enables you to:

- confidently undertake your first team meetings as a newly fledged team leader or project leader
- successfully undertake the necessary delegation of tasks to your team members
- utilise appropriate methods of solving problems on behalf of and with the team

Team leading requires some skills which the skilled technical person may not have developed. This workshop is the first step in developing those skills, our Soft Skills workshop provides the second step.

Objectives

- To provide you with an understanding of your own style of leadership.
- To enable you to lead meetings with confidence and achieve the objectives of meetings.
- To provide you with a range of systematic approaches to problem solving.
- To enable you to delegate effectively.

Benefits

- Snappier meetings which achieve the desired outcomes.
- Sharing your experiences with other team leaders and building confidence.
- Increase confidence and responsibility within your team and get things done.
- A systematic approach to solving problems which will last you throughout your career.

Workshop format

Presentations are interspersed with in-class exercises to provide an introduction to applying the techniques. The course material provided comprises all overheads and course notes. Additional handouts are also included.

Who should attend

- Aspiring or newly appointed team leaders and project leaders.
- Technical staff with a need to lead small teams from time to time.
- Assistant project managers.

Course content

Leadership styles

- McGregor's x and y theory
- Democracy lives.
- Tell, sell, consult, join.
- Power, high achiever, affiliate.
- How about you?

Meetings and discussions

- Qualities for effective discussion leading.
- Preparation, administration.
- During the meeting and after the meeting.
- Dealing with difficult people in meetings.
- Questions and questioning.

Delegation

- Authority, responsibility and accountability.
- Why is it difficult?
- Why is it necessary?

Problem solving

- Brainstorming.
- Flowcharting.
- Pareto analysis.
- Metrics.

Preparatory work

No preparatory work is necessary.

Course Leader

The workshop will be led by an experienced practitioner.