TM059:
Leadership Skills & Team Development for Technical Professional
Training Description:

Successful Leadership of a Technical area can be a very unique feat. It brings the pressures of Leading Oneself as well as creating a team of technical people. This Leadership Skills and Team Development training course has been specifically designed to develop the skills and competencies required of leaders of technical areas and their staff.

This technical leadership skills & team development training course will give you the vital elements required to successfully lead and develop teams and individuals whilst keeping technical excellence and results as a key benchmark. Leaders of technical professionals face a substantial challenge: to achieve successful task completion through positive work relationships. In this highly interactive five-day course, you will learn how to build and lead a team, evaluate your team’s performance and develop an action plan for continued leadership success.

This course will focus on:
- Technical vs. nontechnical professionals: differences that impact the leader’s role
- Various types of team: functional, cross-functional, self-managed and self-directed – how to vary your leadership style to meet the needs of team
- Key steps to building high-performance teams
- Evaluating individual and team performance
- Using discipline, coaching, communication, problem-solving and authority to better manage your people

Training Objectives:

By the end of the training, participants will be able to:
- Understand the important role and responsibilities of a Leader in the organization
- Determine how to ensure individuals and teams perform up to and above standard
- Apply suitable interpersonal techniques to improve communication
- Utilize personal development, coaching, mentoring and feedback techniques to increase performance
- Become comfortable working with technical specialists and using ambiguity to the team advantage
- Hands-on practice building and leading team
- Maintain team performance during times of change
- Manage and resolve team conflict
- Develop the skills to manage the day-to-day challenges of team leadership

Training Designed for:

This leadership skills & team development training course is suitable to a wide range of professionals but will greatly benefit those New & Experienced Supervisors, Team Leaders & Line Managers, Project Leaders & Managers, Senior Engineers & Technical Managers and IT Professionals.
Training Program:

**DAY ONE:**
- Pre-Test
- Course Introduction
- Lead Teams of Technical Professionals
- Balance the Role of Leading, Managing and Doing
- Deploy the Appropriate Type of Team for Each Specific Situation Which Warrants Team
- Use the Team Meeting Success Tool to Improve Team Performance
- Train the Team Members in Effective Teamwork
- Analyze Changes in Team Dynamics and Take Effective Action
- Use Conflict Constructively
- Coach and Provide Feedback to Individuals and the Team
- Demonstrate Effective Motivation, Communication, Coaching, and Leadership without Authority
- Evaluate Individual and Team Performance
- Move a Team Toward High Performance
- Develop a Plan to Improve Your Individual Leadership Skills

**DAY TWO:**
- FORMING
  - Identify the Unique Characteristics of Technical Professionals
  - Identify How Technical Professionals Are Like Most Other Professionals
  - Use Your Understanding of Technical Professionals to Lead Teams
  - Differentiate among Doing, Managing, Leading
  - Plan Your Time Appropriately
  - Rise to Some of the Challenges of the New Team Leader
  - Deploy the Appropriate Type of Team for Each Specific Situation That Warrants a Team
  - Assign Teams Appropriate Activities

**DAY THREE:**
- FORMING (CONTINUATION)
  - Use the Team Meeting Success Tool to Improve Team Performance
  - Execute the Role of the Team Leader and Train Team Members
  - Establish the Basic Necessities of Team Building
  - Use your Leadership Style Effectively
  - Analyze Changes in Team Dynamics
  - Take Effective Action with Changing Team Dynamics

- STORMING
  - Use Conflict Constructively
  - Prevent or Minimize Destructive Conflict

**DAY FOUR:**
- NORMING
  - Manage the TEAM Day to Day Applying Planning, Discipline, Problem Solving and Delegating Responsibility
  - Coach and Provide Feedback to Individuals and the Team
- Lead the Team Using Motivation, Communication, Leadership without Authority
- Evaluate Individual PerformanceLooking Forward, Not Backward
- Plan for Success Strategically and Tactically
- Monitor and Measure Performance
- Take Responsibility and Improve Performance
- Plan and Improve Your Individual Leadership Skills

**DAY FIVE:**

- Move a Team toward High Performance
- Articulate What You Have Learned
- Decide Whether Your Concerns Have Been Addressed

❖ Course Conclusion
❖ POST TEST and Evaluation

**Training Requirement:**

“Hand’s on practical sessions, equipment and software will be applied during the course if required and as per the client’s request”.

Please note that the above topics can be amended as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

**Training Methodology:**

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Software & General Discussions
- Pre and Post Test

**Training Certificate(s):**

Internationally recognized certificate(s) will be issued to each participant who completed the course.

**Training Fees:**

As per the course location - This rate includes participant’s manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.
### Training Timings:

**Daily Timings:**
- 07:45 - 08:00  Morning Coffee / Tea
- 08:00 - 10:00  First Session
- 10:00 - 10:20  Recess (Coffee/Tea/Snacks)
- 10:20 - 12:20  Second Session
- 12:20 - 13:30  Recess (Prayer Break & Lunch)
- 13:30 - 15:00  Last Session

**For training registrations or in-house enquiries, please contact:**
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Training & Career Development Department