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TM064:
Certified Team Leader:
Excellence in Leadership & Teambuilding

Training Description:

High performance is achieved by those who lead. In today's chaotic management environment, leaders must be able to engage their team and assist them in reaching their goals. This course helps team leaders develop the necessary skills to lead effectively. It includes leadership, communication, goal setting, time management and motivation skills.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Develop trust and rapport between team members
- ✓ Create an effective and empowered team
- ✓ Establish a motivating team environment
- ✓ Apply strategies for improving team relationships
- ✓ Develop strategies for implementing changes within a team

Training Designed for:

This course is designed for Managers, Supervisors, and Team Leaders who are responsible for building and maintaining effective teams in the work environment.

Target Competencies

- Relating to others
- Leading others
- Gaining commitment
- Teamwork
- Collaboration
- Self-awareness
- Understanding motivational needs

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."

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

- ❖ PRE-TEST
- ❖ The Team Leadership Challenge
  - 21st century team definition
  - On shifting ground: organizations today
  - Skills of effective team leaders
  - Characteristics of effective team leaders
  - Developing leadership skills
  - Leadership styles: self-analysis
  - Techniques for increasing team effectiveness

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DAY TWO:

- Building a High-Performance Team
  - Recipe for successful teams
  - The teamwork success formula
  - The importance of clear goals
  - Decisions by consensus
  - Clear roles and work assignments
  - From involvement to empowerment
  - Types of effective teams
  - Team development stages

DAY THREE:

- Inspiring Teams to Better Performance
  - Identifying team roles
  - The Belbin type indicator
  - Aligning individual and team motivators
  - the values alignment matrix
  - Keys to resolving values conflicts
  - The motivating mix
  - Creating a supportive environment
  - Energizing your team

DAY FOUR:

- Sustainable Strategies for Improving Team Relationships
  - Identifying effective communication methods
  - Face to face communication
  - Team problem solving
  - Factors shaping team performance
  - Phases of team problem solving
  - Tools for making effective team decisions
  - The ingredients of effective decision making

DAY FIVE:

- The Team Leader's Role in Managing Change
  - Managing change
  - Change requires exchange and expanded thinking
  - Key factors in successful change
  - The change cycles
  - The 4-room apartment strategy
  - Typical reactions to change
  - Helping the team move through change stages
  - Handling reactions to change
  - Strategies for dealing with change
  - The 17 laws of great teamwork

- Continuous improvement

❖ Course Conclusion
❖ POST-TEST and EVALUATION

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, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

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

Training Fees:

TBA 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 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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