



Optimum Results

Business Training Experts

## Team Leadership

### Programme Overview

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

### Programme Outline

#### Managing Self

- Understanding The Role and Responsibilities of a Team Leader
- Team Leading Skills
- Effective Communication Skills
- Manage Time and Meetings Effectively

#### Managing Teams

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

#### Managing Performance

- Plan and organise a team's work load
- Evaluate performance
- Set SMART and departmental objectives
- Appreciate the importance of training in managing performance

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