

Team Building

1-Day Course



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This course is designed for managers and supervisors who are in charge of teams and are responsible for performance and output. It provides a forum to examine the issues around motivation, resources, competence and at the same time identify the interpersonal skills required to manage successful teams.

Course Overview

At the end of the course delegates will be able to:

- Understand what is required from them.
- Understand the importance of motivation and empowerment.
- Prepare in a methodical way for building the team or managing change.
- Identify the skills associated with holding successful meetings, e.g.
 - Opening the meeting;
 - Exploring the work contribution;
 - Overcoming defensiveness;
 - Identifying shortfalls in skills and knowledge.
- Construct realistic personal development / training plans based on many modes of development.

Developing Teams and Relationships

- Self development
- Assessing competence
- Analysing learning and development needs
- Implementing appropriate development
- Reviewing progress
- Conflict management
- Counselling staff

Presentations

- Presentation skills
- Using Microsoft PowerPoint