

Managing a High Performing Team



Aim of the programme

This programme provides team leaders and managers with the foundation blocks that are necessary for leading and managing a high performing team.

As a result of attending this course, delegates will be able to:

:

- Identify the differences between leadership and management; and how this relates to the requirements of their current role
- Use a selection of tools to set clear objectives for the team
- Recognise and value difference within the team and how this forms the foundation for motivating others
- Explain the benefits of changing your management style and how and when this can be used to achieve maximum impact
- Manage and maintain an effective performance management system
- Help others to develop and achieve their maximum potential
- Influence and communicate with others to maintain a positive working environment
- Become more efficient as a leader by managing your own time and the time of others more effectively

Who is the course for?

This four-day course is designed for delegates who have recently taken over the responsibility for leading others and also for experienced team leaders and managers who wish to refresh and improve their skills.

Content – 4 days

The course includes the following core themes:

- The responsibilities of a manager and a leader
- Self-assessment of your current management style
- Using a SWOT and PESTLE analysis to help with the definition of your business or departmental strategy
- Translating your strategy into SMART objectives
- Identifying what motivates you and your team members
- The theory and practice of Situational Leadership
- The stages of team development
- Managing performance on a daily basis
- How to prepare and carry out performance management discussions
- The difference between motivational and developmental feedback
- Moving from giving basic feedback to a coaching approach
- Recognising different learning styles and how to support your team members to grow
- Managing potential conflict scenarios
- Understanding different personality types and how to adapt your communication style accordingly
- Tools and techniques for influencing others
- Managing your time as an efficient manager
- The art of effective delegation

Structure

This is a four-day course that will be delivered using a mixture of activities, presentations, and facilitated discussions.