



## Intro to Team Leadership

Thursday 17<sup>th</sup> June 2010  
Central London

### Agenda

- 9.00am **Arrival, coffee and welcome**
- 9.30am **Introduction to the Day**
- ★ Outline of the course
  - ★ Individual and group objectives
- The Four Elements of Team Leadership**
- ★ The task, the team, the individuals and you
  - ★ My role in relation to: my manager, my peers, my team
  - ★ Billing and leading
  - ★ Managing vs. leading
  - ★ Leading by example
- 11.00am **Coffee**
- Influencing Others**
- ★ Engagement
    - » motivating individuals and small teams
    - » understanding talk is work
    - » put we before me
    - » aligning goals and values
  - ★ Communication - avoiding the say: do gap
  - ★ Managing your manager
- 1.00pm **Lunch**
- Time Management – Balancing Priorities**
- ★ Making time - look, listen and learn
  - ★ Managing the pressure
  - ★ Making changes - reassessing my role
- Developing Others and Improving Performance**
- ★ Factors influencing performance
  - ★ Analysing performance - KPI's figures and revenue
  - ★ One to one meetings/mini team meetings
  - ★ Coaching and mentoring
- 4.00pm **Tea**
- Developing Self**
- ★ Increasing a high level of self awareness
  - ★ Building role modelling capabilities
  - ★ Personal Action Plans
- Round up of the Day**
- ★ 'Just a Minute' competition
- 5.30pm **Close**