



Intro to Team Leadership

Thursday 15th April 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**

TOOLKIT TOKEN



LI2TL1

click on icon for
course cost savings