

# the new team leader



For new supervisors, new team leaders or new managers



Full day course.

Half-day workshop sessions marked with  $\frac{1}{2}$



Run at your offices or virtual classroom

**Nearly all leaders have experienced that first day as a new team lead. It is an exciting but daunting prospect. Help new team leaders start off on the right foot so that they are able to succeed at all levels.**

This training course offers essential tips and strategies to navigate their new status and responsibilities. It will support staff members who have recently been promoted or are taking on more responsibility, particularly in terms of their relationship with others in the team.

## goals

- improve self-awareness and an ability to tune into others
- develop awareness of what motivates a team
- set clear goals to improve performance and delegate effectively
- listen powerfully to understand and align with others
- formulate and frame questions that deal effectively with team challenges
- give and receive feedback in a timely and respectful manner
- take away a clear personal plan based on insights gained and put new skills to use.

**EQ**  
**train**

High motivation is the art of getting people to do what you want them to do because they want to do it – Dwight D. Eisenhower

## workshop info

Our facilitator will adapt the content and workshop style to the needs of the group. The following is a one-day program outline, which we can cut to a half-day workshop. Topics for half-day option denoted by ½  
We are happy to tailor topics – please discuss with us.

### introduction and workshop overview

Participants will understand the objectives of the course and link them with their personal learning objectives.

### the starting line ½

Whether the participants have been newly promoted (or are about to be), or have transferred to the new team as their leader, this session looks at how this transition can be made smoothly, and how to set them up for success going forward.

### now what? ½

The group will look at the roles and responsibilities of a new team leader. They will identify what it is that team members expect of their leader and what brings about collaboration, ownership and accountability.

### team dynamics ½

What is a team and how can they work harmoniously and build a positive team dynamic? The participants will learn about group dynamics and behavioural preferences giving insight to how these individual preferences can impact a team.

### mindset and motivation ½

Successful team leaders actively support their team members to achieve job satisfaction and success in their role. The group will look at how either a fixed or growth mindset impacts on motivation and how that can help or hinder development.

### goals on target

Making clear what must be achieved, and how to approach and delegate tasks is key to the role of the team lead. Participants will look at how work can be delegated and write clear and targeted SMART goals to ensure team success.

### clever comms

In this training session, participants engage in structured activities and receive feedback that increases personal insight and confidence in applying essential communication skills such as listening actively and asking the right questions.

### feedback to move forward

A critical role of a team lead is to provide their employees with feedback - the positive and the challenging. In this session, participants practise a simple but highly effective approach to giving constructive feedback and look at the personal qualities required to receive feedback graciously.

### action plan ½

Throughout this training course the participants will work on a crucial action plan, writing down what team leading techniques resonate with them and are relevant for their new role .



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