

Leadership and Management

Descriptions for

Developing & Managing Teams

Workshops

new edge management limited, 44 Gallowhill Road, Kinross, KY13 8RA

Leaders in performance improvement – for organisations and people

Workshop Outlines

Planning for Efficiency

➤ Developing & Managing Teams

- **COACHING SKILLS**
- **TEAM BUILDING**
- **TEAM LEADER ROLE**
- **TEAM LEADERSHIP**
- **TEAM MOTIVATION**

Marketing & Communications

Planning & Influencing

Developing Individuals

COACHING SKILLS

Duration: 1 day course
Participants: for up to 12 delegates

This course is aimed at developing the coaching skills and techniques required by those who are involved in leading a team. Delegates will design, deliver and evaluate a short coaching session.

The objectives of the course are:

- a) To describe the basic principles of coaching.
- b) To develop a range of practical coaching skills and techniques.
- c) To deliver and evaluate a practical coaching session.

Course Outline:

What is coaching?

- the steps involved
- the role of the team leader
- attributes of a good coach

The coaching process

- self-assessment of coaching skills
- planning the coaching process
- agreeing achievable objectives

Planning a coaching session

- identifying coaching opportunities
- preparing materials
- using effective presentation and instructional techniques

Coaching effectiveness

- evaluating the session and the techniques used
- objective measurement and evaluation
- avoiding common pitfalls

Action planning and feedback

TEAM BUILDING

Duration: 1 day course
Participants: for up to 12 delegates

This course is aimed at developing an awareness of team dynamics and a range of practical skills and techniques to improve team morale and productivity.

The objectives of the course are:

- a) To describe the basic principles of team building and team working.
- b) To develop a range of practical team building skills and techniques.
- c) To practise these skills and techniques during course exercises.

Course Outline:

What is a team?

- the differences between groups and teams
- the characteristics of high performing teams
- the link between effective teams and productivity

The team building process

- the role of the team leader
- agreeing achievable team objectives
- monitoring progress and developments

Skills for effective team building

- team problem solving
- team decision taking
- measuring team performance
- dealing with conflict

Action planning and feedback

TEAM LEADER ROLE

Duration: 1 day course
Participants: for up to 12 delegates

This course is aimed at making delegates aware of the team leader's role and to provide them with a range of skills and techniques to assist the relationship between the team leader and the team.

The objectives of the course are:

- a) To describe the principles of effective leadership and team development.
- b) To develop skills and techniques to improve team performance.
- c) To apply these skills and techniques during course exercises.

Course Outline:

Effective leadership skills

- effective delegation
- using an appropriate leadership style
- developing interpersonal skills

Leader's role in team development

- team problem solving
- team communication
- criteria for successful teams

Managing the 3 leadership variables

- the task
- the team
- the individual

Action planning and feedback

TEAM LEADERSHIP

Duration: 1 day course
Participants: for up to 12 delegates

This course is aimed at developing a range of practical skills and techniques required by those who are involved in leading a team.

The objectives of the course are:

- a) To describe the basic principles of leadership.
- b) To develop a range of practical leadership skills and techniques.
- c) To practise these skills and techniques during course exercises.

Course Outline:

What is leadership?

- the role of the team leader
- the process of leadership
- attributes of a good leader
- the link between leadership and management

Effective leadership skills

- essential skills and techniques
- different leadership styles
- self-assessment of leadership style

Applying leadership skills

- gaining the respect of the team
- leading by example
- empowering team members

Action planning and feedback

TEAM MOTIVATION

Duration: 1 day course
Participants: for up to 12 delegates

This course is aimed at providing delegates with a range of practical skills and techniques to assist them with improving personal motivation and team morale.

The objectives of the course are:

- a) To describe the basic principles of team and individual motivation.
- b) To develop a range of practical motivational skills and techniques.
- c) To practise these skills and techniques during course exercises.

Course Outline:

What is motivation?

- the link between motivation and productivity
- the skills required for effective motivation

Motivational theories in practise

- maximising satisfaction
- minimising dissatisfaction
- self-assessment of motivational factors
- sources of workplace satisfaction and dissatisfaction

Team motivation planning

- setting objectives and measuring performance
- reinforcement theory
- job design – enrichment, enlargement and rotation

Action planning and feedback

new edge management limited

.... giving you the competitive edge

PROGRAMME DIRECTOR

DAVID PARRY - new edge management limited

Profile

Senior executive with extensive management skills and experience in leading knowledge transfer programmes for strategic planning, people management, managing change, and project management. Consortium Project Manager for the £2.6 million DTI supported UK initiative for Managing Change. Experienced practitioner and mentor of executives in Change Management and Business Performance Management (9 years), plus invited speaker and chair of international conference on Measuring and Managing Performance during Corporate Re-organisation. Leadership of business units (20 years), main board directorship, and overseas subsidiary directorship.



Academic Qualifications

MSc Aeronautical Engineering (1975), Queens University of Belfast
BSc Honours Aeronautical Engineering, Queens University of Belfast

Summary of Experience and Skills

- 20 years experience in business leadership, solutions delivery, and team development.
- Consortium project manager of the UK's £2.6 million major initiative for Managing Change, supported by the DTI, business partners and the University of Edinburgh.
- 9 years consultancy experience in Business Performance Management and leading executive teams in strategic planning, e-business design, project management, and managing change.
- 4 years as Main Board Director of an engineering software and consultancy company and Board Director of overseas subsidiary; annual income of £10 million.
- Client relationship management and business expansion in the engineering, defence, software, financial and public sectors, both in the UK and overseas, offering customised learning experiences and mentoring services.
- Partnership development and building alliances with complimentary suppliers offering specialist skills and technologies to address requirements of clients.
- Author and presenter of Masters Degree course modules in IT Strategy and Managing Uncertainty, and author and tutor of Institute of Leadership and Management courses.
- Recruitment and leadership of multi-disciplinary business unit teams and project teams involved in new product introduction, geographic expansion, e-business design and change management.
- Extensive communication skills demonstrated through invited lectures, publications, chair of overseas international conference, facilitating executive think tanks, delivering executive mentoring programmes, and presentations at board level.

Contact For further information please telephone David Parry at **new edge management limited** on 07746 365764, e-mail him at davidparry@newedgemanagement.com or visit our web site at www.newedgemanagement.com

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