

MANAGING TEAMS

Creating and leading strong teams is a core skill of successful managers. This course builds on basic management skills to prepare participants to manage in a team setting or enhance existing skills. Participants examine the different roles that people play in a team and techniques to leverage people's inherent strengths to strengthen the overall team.

FOCUS

This course is for people who manage teams or are in a position to assume a team leadership role.

LENGTH

8 Hours

PERFORMANCE OBJECTIVES

- Differentiate between a team and a group
- Define a team's purpose
- Build a team with a mix of assigned and assumed roles
- Impact team processes and procedures; including communication and decision-making
- Recognize and resolve the types of team conflict

COURSE MODULES

Keys to a Successful Team	This module focuses on the interpersonal aspects of managing a successful team with emphasis on the experience that team leaders create for their teams.
Stages of Team Development	There are four stages of team development. In this module we review the role of the leader at each stage of development so that participants understand the actions they should take to build and develop a team.
Team Leadership	Leading teams is similar but not the same as managing others. By examining the similarities and differences, participants identify and practice skills that make successful team leaders.