

A LDI Training Course

MANAGEMENT AND TEAMWORK SKILLS

LDI Instructor

INTRODUCTION

The keys to achieving high performance are effective teamwork and good management practices. Effective teamwork does not happen naturally. It must be developed and managed continually.

This course is designed to give team leaders and all team members the understanding on how teamwork works and all the essential skills to manage teams effectively.

Here are the benefits of attending this course:

- Understand the concepts and workings of teamwork
- Learn how build effective teams
- Know how to manage teams successfully
- Anticipate problems and solve them when they occur
- Enhance your leadership and management ability
- Know the roles of a team leader or a team member

COURSE OUTLINE

What is a Team

- Group VS Team
- Norms Of The Effective Team
- Characteristics of Effective Team Members

Why Teamwork is Important

- The Complexity of The Job
- A Majority of Work Takes Place in The Context of a Team

Building Effective Teams

- Clear Goals
- Relevant Skills
- Mutual Trust
- Unified Commitment
- Good Communication
- Negotiating Skills
- The Right Kind of Leadership

- Internal and External Support

Leadership and Team Performance

- Communication
- Motivating the Team
- Problem Solving
- Decision Making

Team in Trouble

- Danger Signals of Team Trouble
- Organisational Difficulties
- Leadership Problems
- Interpersonal Conflicts
- Group Interactions
- Individual Behaviour
- Equipment Difficulties

Overcoming Problems

- Managing Conflict
- Managing Change

WHO SHOULD ATTEND

People who are responsible for developing staff relationships to improve organisational performance such as:

- Team leaders
- Supervisors
- Human resource personnel
- New managers
- Team members

To enroll or get more information, please contact

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