



Leading and Managing Teams Training

Leading a team can be quite a challenge. It is crucial, for achieving success. If you are a leader who recognizes the need for improvement in your leadership and management skills this Leadership and Management Training is specifically designed to help you enhance your ability to effectively lead and manage teams. The focus of this training session revolves around team dynamics. Emphasizes the importance of leadership. A trained team leader has the power to empower team members while also holding them accountable. In any organization the ability to lead and manage teams that take ownership of projects and deliver results is absolutely essential.

Course Overview

The training day begins with a session where participants have the opportunity to get acquainted with each other and discuss the agenda for the workshop. Additionally, attendees will be able to define their personal learning goals.

By the end of this one-day workshop participants will have achieved the following;

- Gain an understanding of listening well as its key components.
- Identify strategies for becoming better listeners.
- Utilize body language effectively in order to convey a positive attitude towards listening.
- Distinguish between sympathy and empathy knowing when each is appropriate.
- Foster a listening mindset through techniques such, as framing, positive intent and focus.
- Communicate authentically.
- Comprehend the communication process thoroughly.
- Master questioning techniques information probing and Paraphrasing skills.
- Establishing connections to foster communication experiences.
- Recognize listening challenges and come up with solutions.

Introduction

In this session we will delve into the core aspects of leadership exploring the qualities that make a leader successful and ways to develop leadership skills.

Motivating the Team

This session emphasizes the significance of leaders inspiring and motivating their teams. We will provide examples of language usage discuss the importance of feedback highlight the value of recognition and outline rewards that leaders can utilize for team motivation.

Team Leadership

We will underscore the importance of teamwork in this session by discussing types of teams and providing examples. Additionally, we will explore what makes a team effective or ineffective and offer guidance on how to choose lead and nurture a team.

Emotional Intelligence

This session will focus on intelligence—how it can be harnessed in the workplace to motivate teams and drive success.

Listening Skills and Nonverbal Communication

The role of listening skills and nonverbal communication in leadership will be highlighted during this session. We will explore strategies for developing listening skills while ensuring that our body language effectively conveys our intended messages.

Time Management

Effective time management is essential for leaders, across all aspects of their lives. In this session we will outline how leaders can use their time efficiently in matters, work related tasks well as during meetings to maximize success. It also gives suggestions on how to improve and keep track of time management both individually and within a team.

Meetings

In this session we will learn about holding meetings starting from selecting attendees to setting ground rules and delivering presentations. We will also receive guidance on promoting participation and evaluating the process once its finished.

Coaching

This part focuses on differentiating leadership from coaching. Emphasizes the significance of coaching in business settings. It explains ways to provide feedback and constructive criticism while fostering a workplace that values learning and skill development.

Workshop Conclusion

Towards the end of the workshop participants will have the chance to ask questions and create an action plan for applying their acquired knowledge, in leadership and management.

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