Team Leading Programme 2018-2019

Who is this programme for?
If you are a Team Leader who supervises team members while working alongside them and are responsible for planning, allocating and monitoring work while supporting team members’ performance then this programme aims to develop your skills in effective team leading.

The programme is typically for Team Leaders in the MPA, Technical and Operational job families. For those interested in developing their team leading skills but for whom the Team Leading programme is not the appropriate route, further opportunities can be found on the Employee and Organisational Development website.

Programme structure:

Launch Event (Friday, 25\textsuperscript{th} January 19, 09:30-10:30)
A one hour introductory session provides you with an overview of the programme and an opportunity to explore and discuss the role of the Team Leader.

ILM Induction Event (Friday, 25\textsuperscript{th} January 19, as above, 10:30-11:30)
A one hour session covers the additional requirements for the ILM Award including attending tutorial support sessions and undertaking ILM set knowledge assessments in some topic areas.

Courses:

Introduction to Team Leading (Tuesday, 5\textsuperscript{th} February 19, 09:30-16:30)
This course will help participants understand the roles and responsibilities of a team leader and help them understand the role they play in helping new employees integrate into the team.

Effective Team Working (Wednesday, 6\textsuperscript{th} March, 09:30-13:00) including ILM tutorial, if applicable, 09:00-09:30)
Team Leaders achieve objectives through helping their team members to work together. This course will help Team Leaders develop an understanding of the characteristics of effective teams and their role in creating and maintaining team effectiveness.

Developing others through coaching (Thursday, 28\textsuperscript{th} March 19, 09:30-16:30)
This course helps participants understand the importance developing people within the team and the role they play in supporting the development of team members. Taking a coaching approach to development allows Team Leaders to support employees in their learning and progression. This practical workshop explains the impact of coaching in the workplace and introduces different coaching models that can be used to develop team members.

Change in the Workplace (Wednesday, 1\textsuperscript{st} May 19, 09:30-16:30) including ILM tutorial, if applicable, 09:00-09:30)
This course will help participants develop an understanding of how to effectively deal with change in their role as a Team Leader. Through attendance at this workshop participants will develop an understanding of how people react to change and learn how to support team members to manage through the implementation of change.
Programme Learning Review (Wednesday, 29th May 19, 09:30-12:00)
There is a strong focus on demonstrating how learning is being applied in the workplace, with relation to the main themes of the programme. During this review session, Team Leaders will provide fellow participants with an overview of how they have applied their learning in the working environment.