

**Leading Teams Effectively Workshop**

“A good leader takes a little more than his share of the blame, a little less than his share of the credit.” – Arnold H. Glasow



Leading Effectively Workshop

Duration: 1 Day

No of Participants: 25-30 Pax

Timing: 9:30 A.M- 5:30 P.M

Target Audience

* Team Contributors
* Supervisors/ Team Leaders
* Early Team Managers
* Newly Promoted Managers

Workshop Objectives

* Building a Dream Team
* Goal Settings
* Motivating & Appreciating Team
* Coaching & Growing your Team
* Giving constructive Feedback
* Art of Delegation



Workshop Outline

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| **Sr. No.** | **Time** | **Topic** |
| 1 | 9:30- 10:15 AM | **What’s In It for Me**   * Workshop Intro & Agenda * Ground Rules * Icebreaker * Facilitator Intro * Participant Intro & Expectations |
| 2 | 10:15- 10:30 AM | **Pre-Training Assessment** |
| 3 | 10:30- 11:15 AM | **Building Team**   * Myths & Facts about Teams * Team Building Stages –Tuckman Model * Challenges in Building Dream Teams * Importance of Trust * How to build trust? |
| 4 | 11:15- 11:30 AM | **First Tea Break** |
| 5 | 11:30 – 12:15 AM | **Goal Settings**   * Benefits of Setting Goals * Goal setting Mistakes * Goal Setting exercise * Making your Goals SMART (Specific, Measurable, Achievable, Realistic and Time Bound) |
| 6 | 12:15 – 1:00 PM | **Motivating & Appreciating Team**   * Team Motivation & Appreciation- Importance * Tips to Remember * Appreciate using VIP-HRs Model * Words to Use |
| 7 | 1:15 – 2:00 PM | **Lunch Break** |
| 8 | 2:00 – 2:45 PM | **Coaching & Growing your Team**   * What is Coaching? * Benefits of coaching * The Coaching Process |
| 9 | 2:45- 3:30 PM | **Giving Constructive Feedback**   * Understanding constructive Feedback * What to give feedback on? (Specific Vs Concise) * When to give feedback? (Time) * How to give feedback effectively? (Task Vs Behaviour) * Feedback tools. |
| 10 | 3:30 - 4:15 PM | **Delegation**   * Understanding Delegation * Why Manager’s Don’t Delegate * Effective Delegation Model * Tips for Effective Delegation |
| 11 | 4:15 - 4:30 PM | **Second Tea Break** |
| 12 | 4:30 - 4:45 PM | **Recap** |
| 13 | 4:45 - 5:00 PM | **Post Training Assessment** |
| 14 | 5:00- 5:30 PM | **Closing**   * Feedback forms * Q& A (If any) * Closing Video (If any) * Group Photo |

\*This Workshop outline is based on the industry best practices and will be customised after discussion with the client.\*