

Building Effective Teams

Learn to develop key skills and knowledge to successfully manage a team.

No Modules: 4

Duration: 60mins

Level: Introductory

Module 1: Working in Teams

What's covered?

This module looks at the different types of teams, both short-term and long-term. For the best chance of success teams should set clear, defined objectives, this module explores the SMART method. The key element to a team's success is motivation, here we will look at the different types of motivation and how you can motivate your team to achieve its objectives.

Module 2: Find Your Role

What's covered?

Everyone has a role to play in a team. Management theory identifies nine roles that are essential to the success of a team. This module explores the nine roles and the characteristics of each. We will look at how performance can be improved in teams and uncover some destructive behaviours that can occur if team members are unhappy in their role.

Module 3: Effective Delegation

What's covered?

Delegation is vital to the success of a team. This module will explore the benefits of delegation, deciding what to delegate, planning and then briefing your team and monitoring the team's progress.

Module 4: Planning & Monitoring Team Performance

What's covered?

As planning is vital to success, as a manager you need to be clear on your organisation's priorities, so you know what needs to be achieved and by when. This module explores six key steps to improve your ability to both plan and monitor your team performance.