



## Leading a Team

1 day course

This workshop provides an overview of the role and responsibilities of the team leader, and then looks in depth at different styles of leadership, how to delegate effectively, how to communicate with the different members of your team, how to plan the team's work and involve the team in the planning process, and how to provide feedback to your team members. It will help you understand your own leadership style, how you can maximise your leadership skills, and what you need to do to develop in other areas.

### Style of delivery

The workshop is very interactive, and uses a wide variety of exercises to explain, demonstrate and put into practice the learning. It is ideal for anyone who is new to leading a team, or who has been managing staff for a while, but without any formal training. There is always plenty of opportunity to discuss different scenarios and approaches, and to work through some real-life challenges and concerns.

### Content

Participants will:

- Consider the role of the team leader
- Look at different styles of leadership
- Consider the qualities of a good team leader, and also the qualities of the not so good
- Understand the key responsibilities of a team leader – which includes looking at when projects or tasks can be delegated to your team members, and also when issues need to be referred upwards
- Consider different ways of gathering – and acting upon – feedback from team members.

### What others have said about this course

*"Very informative course which is interactive and fun. I will be putting some of what I have learned today into action immediately. Thank you, I always enjoy your course and presentation style!"*

*"Very informative and easy to follow. Interactive session."*

*"Very positive programme and insightful."*

**To find out more or to book this course for your team, call us on  
01536 215240 or email [emma@gatewayhr.com](mailto:emma@gatewayhr.com)**