

Building and Leading Effective Teams (2 days)

Knowledge and Skills for High Impact Leadership

Course overview

For successful leadership, the team leader should lead by example, with enthusiasm and inspiration, recognizing member accomplishments, coaching and helping members to solving problems. To achieve the team's objectives, the team leader needs to focus on the team members, their creative ideas and input. This approach helps the leader to keep the team motivated and on track for results.

The team leader facilitates cooperation among people of diverse skills and backgrounds to develop synergies and to maximize their strengths. To establish and maintain a cooperative environment of trust and creativity is one of the main tasks of a successful team leader. Such an environment is conducive for dialogue and debate within the team, helps to shape team consensus and is crucial for the good and productive functioning of a team. To this purpose, the team leader should adopt an open door policy for team members to come up with questions or for discussion.

For this cooperative process, the team leader needs to acquire and improve communication skills to successfully conduct debates and negotiations, to facilitate decision-making and conflict resolution.

Who should attend

In this course, participants will gain essential knowledge and skills required by a team leader. It is intended in particular for:

- Team leaders
- Project and programme managers
- Heads of department
- Heads of office
- Senior managers and executive directors

Learning objectives: How you and your organisation will benefit

On this course participants will develop their leadership skills in:

- Organizing a team around the team's objectives
- Establishing a plan of action for the team and monitoring its implementation
- Managing a team and team dynamics between team members and groups within the team
- Improving communication within the team and with management
- Understanding and resolving conflict
- Identifying effective leadership and management approaches
- Negotiating for better outcomes

Course programme

Day 1	<p>Building Teams that Work</p> <ul style="list-style-type: none"> • Organising a team • Defining the team's objectives • Putting the right people on the right posts • Managing team dynamics • Integrating new members
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Day 2	<p>Leading a Team for Results</p> <ul style="list-style-type: none"> • Improving communication: Interpersonal skills, meetings and reporting • Facilitating time management, using coaching techniques • Resolving conflict: Coping with difficult situations and difficult people • Developing leadership and management approach • Improving negotiation and decision-making skills
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Individual consultations Participants obtain an individual consultation from the trainer during or after the course on how to further develop a project of your own, or on another subject of their choice.

Course venue Check the course dates at the NMS website for the updated list of courses. If there is no course in your country yet, your and your organisation can bring courses on NGO management directly to NGOs in your country rapidly and easily. For information about the partnership approach, the benefits for partner organisations and the three simple steps which are necessary to organize the first training course for NGOs in your community, please refer to the NMS website.