

# TEAM LEADER – ESSENTIALS

## TEAM LEADER ESSENTIALS FOR FRONT-LINE MANAGERS.



2 DAYS



BEGINNER



EARLY BIRD: \$1,173+ GST / \$1,380+ GST

“This course contained more than I anticipated. Great reference material to refresh my memory later. I have gained lots of new skills to use in the workplace.”

Team Leader – Essentials Participant

### OVERVIEW

**Becoming a first-time manager or team leader is one of the most challenging career transitions an individual can face.**

**A great start makes all the difference. In this short course you will learn the fundamental skills needed to lead a team at the front-line of an organisation. Through discussion, exercises and relevant theory, you will learn how to get the best from your team to maximise relationships and results.**

**Gain greater confidence in your role as a manager now.**

### WHO FOR

- You are a new team leader or manager, or you would like to step up into your first management role
- You are looking to build your leadership capabilities.

### EMPLOYER BENEFITS

You will become an effective and forward-thinking manager who is able to contribute positively and communicate at a high level.

### LEARNING OUTCOMES

- Understand the role and responsibility of the front-line team leader and manager in today's workplace
- Employ core communication skills, including listening and giving feedback
- Implement time management techniques and practices
- Understand the process of planning and implementation
- Understand how to delegate and ensure tasks are completed as agreed
- Lead meetings effectively ensuring team input and commitment to agreed results
- Prepare and deliver effective presentations
- Write concise business reports
- Train and coach team members the appropriate use of visual aids.

### IN-COMPANY OPTION

IMNZ works with leading organisations to deliver high-quality learning programmes customised to meet specific organisational needs. Contact us for in-company solutions.