



## Developing Yourself as a Team Leader

**Length of course: 1 day**

### **Is this the right course for me?**

Have you been promoted to a supervisory/team leader role and feeling a little out of your comfort zone and want to increase your confidence and ability? Then, this is the course for you.

Team Leaders are generally responsible for small teams and have often been promoted from within the team they are now responsible for. This can be a difficult transition to make often with little or no formal development and preparation.

### **What will I learn about?**

This course aims to give practising or potential team leaders the foundation for their formal development in this role. This workshop encourages participants to think about their role and the responsibilities they have, the limits of their authority and how to establish and maintain trust within their team. Participants will also learn how to seek, accept and respond positively to feedback which will help to improve their workplace performance. The workshop will result in a personal action plan for participants to use when they get back to work to help them to develop themselves as effective team leaders.

### **How will I learn?**

You will learn by listening to talks, group discussions, course related in-class activities and question and answers.

### **Will I gain a qualification?**

You will not gain a formal qualification but you may receive a Certificate of Attendance and Achievement from your tutor.

### **What can I do next?**

This workshop is worth 1 credit towards the ILM Award in Team Leading and participants are able to complete a further 2 workshops in order to complete the qualification at an additional cost which covers registration, assessment and certification - please ask the skillscentre:mk team for more details.

Other workshops which make up this Award in Team Leading are:

- Developing the Work Team
- Problem Solving Techniques
- Leading your Work Team
- Equality and Diversity
- Retail, the Law and You - Data Protection (Both courses represent 1 unit) - please ask the skillscentre:mk team for more details.

Other course information can be found on [www.nextstep.org.uk](http://www.nextstep.org.uk) or with a NEXT STEP advisor.

### **What do I need to bring to classes?**

Note pad and pen.

**Can I talk to someone about my course before I start?**

It is usually possible to put you directly in touch with the tutor if a member of the skillscentre:mk team cannot answer your query.

**If you need to contact us:**

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