



## MANAGEMENT

# OOS1 ORGANISATIONAL SKILLS FOR TEAM LEADERS

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Being able to navigate flexibly between different styles of management is crucial in order to successfully lead a team comprised of differing skill-sets and personalities.

This course delivers the knowledge and understanding to grow team capabilities, plan the workforce effectively and improve team dynamics while achieving organisational goals and delivering projects efficiently.

Delegates will gain the necessary skills to delegate and assign responsibilities, manage time, conduct productive meetings and communicate with impact in face-to-face and remote interactions.

### SKILLS ATTAINED

- ✓ Understand the manager's role and identify different types of management style
- ✓ Diagnose individual and team competencies
- ✓ Carry out workforce planning in line with organisational objectives
- ✓ Conduct effective operational meetings
- ✓ Manage projects successfully
- ✓ Delegate tasks effectively
- ✓ Handle business priorities
- ✓ Employ time management skills
- ✓ Enable team success

### COURSE INFORMATION



5 Training Days



Online: £1925 (\$2500)



At the end of the programme, an achievement certificate will be awarded on the basis of active participation and full time attendance. No examination required.



15 - 19 Nov 20 (Online)  
21 - 25 Feb 21 (Online)



Companies nominating 3 or more delegates to attend the same programme will enjoy a special discount on the course fees.

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### COURSE PROFILE

#### Stepping into a team leader role

- ✓ Identifying the role of supervisor and team leader
- ✓ Understanding the impact of different leadership & management types
- ✓ Building your reputation within the team and the organisation

#### Understanding team dynamics

- ✓ Appreciating and diagnosing individual and team capabilities and competencies
- ✓ Understanding team dynamics to strengthen team cohesion
- ✓ Creating a culture of trust and growth through inclusivity, coaching and learning

#### Essential planning and team management

- ✓ Workforce planning
- ✓ Recruiting and on-boarding new team-members
- ✓ Conducting effective meetings face to face and virtually

#### Delegation and managing projects

- ✓ Communicating goals, objectives and scope to the team
- ✓ Preparing the delegation process
- ✓ Setting actionable tasks and deadlines
- ✓ Supervising project completion, reporting and delivering feedback


#### Time management


- ✓ Time management tools and techniques
- ✓ Handling priorities and dealing with different types of employees
- ✓ Dealing with roadblocks and become an enabler for the team success

### WHO SHOULD ATTEND

This inspiring programme is designed for supervisors and line managers and newly appointed manager who wish to develop individual, group and one-on-one leadership skills and achieve organisational effectiveness through effective planning and delegation.

### COURSE BOOKING

 +44 (0) 207 724 6007

 training@lmcuk.com

 www.lmcuk.com

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"I would like to thank LMC for their support, coordination and support services for our participants."

Sana Al Khudairy  
KPC, Kuwait