Team Leadership with Pitman Training

Our Team Leadership course is a great short course for anyone wanting to acquire the skills to become an effective leader.

You'll start by looking at aspects of team building, before moving on to be able to understand the difference between groups and teams. Other areas covered include planning and organising, problem solving and how to build and manage a successful team, and much more.

You can study this interactive course online, which enables you to learn and develop the skills to be a great leader in your own time, at your own pace. Rest assured you will have the full support of our Course Advisors who will be on hand to offer help and guidance throughout your studies, and once you've completed the course, you'll get a Pitman Training Certificate to confirm your newly learnt skills.

Designed for

This is the perfect course for anyone wishing to explore the dynamics of individuals and teams, and lead a team successfully. Great for anyone who is new to a Team Leadership or Supervisory role.

Objectives

This course is designed to give you an overview of how to lead a team and get the best out of team members. You will gain knowledge of how teams are structured, how to organise and motivate individuals and the team as a whole. You will also gain the skills to be assertive, and learn how to coach and lead individual team members to ensure they reach their goals and effectively contribute to the overall success of the team.

Course Content

Lesson One: You'll start with an introduction in to team building, and what this entails, whilst also being given an overview and key facts about the course.

Lesson Two: You'll look at the difference between groups and teams, and why teams are best in business. You will learn the role of a team leader within a team structure and why they are so important.

Lesson Three: Planning and organising a team is one of the main responsibilities of a team leader, and lesson three explores this further. This lesson will equip you with the skills and knowledge to be an effective organiser who is able to lead and structure meetings, and also motivate the team (on a collective and individual basis) to reach and exceed set targets and goals.

Lesson Four: An effective team leader must have the confidence and assertiveness to communicate effectively. Lesson four looks at how to be assertive, and what this means. It also looks at the responsibilities of a team leader in terms of coaching and counselling team members to remain motivated and enthused.

Lesson Five: You'll look at how to solve problems and resolve conflict, and learn the processes involved.

Lesson Six: The final lesson focuses on how to build a successful team.

Benefits

- **Become and effective team leader**
- **Build strong teams**
- **Learn problem solving and organisational skills that will benefit your team**
- **Identify, review and rectify issues and generate ideas**
- **The opportunity to gain the widely recognised Pitman Training Certificate**

Course duration: 10 hours

The CPD Standards Office
CPD PROVIDER: 21121
2014 - 2016
www.cpdstandards.com

Accredited cpd Course

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

City of London: 020 7256 6668   Oxford Circus: 020 7580 1651
web: www.pitmanlondon.co.uk   email: courses@pitmanlondon.co.uk

pitman® training

▶ Microsoft Skills ▶ MOS & ECDL ▶ Sage ▶ IT Professional ▶ Keyboard Skills ▶ Management Skills
▶ Secretarial & PA ▶ Administration ▶ Personal Development ▶ Shorthand ▶ Bookkeeping & Accounts