

WORKSHOP DETAILS

- Workshop:** Skills of the effective team leader
- Date:** 20-22nd March 2012
- Time:** 9.00am – 4.30pm
(each day with 30 mins for lunch)
- Venue:** To be confirmed
- Food:** A light lunch, morning & afternoon teas are provided each day
- Facilitator:** Kim Charteris – Wright

Workshop: **SKILLS OF THE EFFECTIVE TEAM LEADER**

This dynamic & interactive 3-day workshop aims to increase confidence, skills & potential in one's role as an effective team leader. Targeted at emerging leaders & leaders/supervisors of teams within your workplace, this informative workshop builds on participants existing skills, knowledge & experience & heightens this to a new level of confidence & understanding of their role as a team leader.

All participants will have the opportunity during the 3 days to not only learn new skills & tools but to actively apply these skills & tools to their specific work & team environment through role plays, scenarios, peer interviews & self assessment opportunities. This highly interactive approach ensures maximum learning is transferred back to the work environment.

WORKSHOP OUTLINE:

Day 1: The essential attributes of team leadership

- Characteristics & attributes of an effective leader
- Your role as a leader in the organisation
- The new age of leadership in the permanent white water
- Leadership versus management
- Leadership styles
- Situational leadership
- Key roles within a high performing team using Belbin's Team Type Inventory
- Identifying your own key strengths & natural contributions within a team

Day 2: The essential skills of effective team leadership

- Effective communication skills
- Effective planning & goal setting, problem solving & decision making
- Time management & workload planning
- The art of delegation
- Managing performance & setting performance objectives
- Motivating & influencing others
- Building & maintaining effective relationships
- Requesting a change in behaviour
- Managing conflict & misunderstanding within the workplace
- Training, coaching & mentoring

Day 3: Transitioning from being in the team to leading the team

- Identifying your key roles & responsibilities
- Establishing your authority & role right from the start
- Building professional, positive & productiveness working relationships
- Communicating with confidence & purpose
- Finetuning your assertiveness

THE FACILITATOR



Kim Charteris-Wright

Co-Founder & Co-Director, Free Spirit Training & Development Ltd

- Bcom (Hons), University of Otago, majoring in Human Resource Management & Employee Relations
- Honours dissertation – *"Design of learning events within experiential management training to ensure maximum transference to the workplace"*
- Qualified & accredited Selector Professional psychometric facilitator & assessor
- Qualified & accredited Belbin's Team Type facilitator & assessor
- Member of HRINZ Human Resource Institute of New Zealand
- Member of Her Business Network Dunedin
- Accredited facilitator & consultant for NZAID
- Accredited Appreciative Inquiry –AI Facilitator
- Chairperson, Red Cross Dunedin Branch
- New Zealand Outdoor Instructors Association (NZOIA) qualified & member
- Otago Chamber of Commerce trainer & member
- Business Network International (BNI) member
- "Appreciative Inquiry" Trained - AffirmWorks

Relevant work experience:

- Director, facilitator & consultant, Free Spirit Training & Development
- Training Manager, Polson Higgs Business Advisors
- Senior Consultant, Business Consulting, Polson Higgs Business Advisors
- Manager – Training & Development, (*mtf*) Motor Trade Finance Ltd
- Manager – Human Resources, (*mtf*) Motor Trade Finances Ltd
- Trainer & facilitator, Machu Picchu National Park, Peru
- Corporate Leadership Development Executive, Outward Bound Singapore
- Facilitator & Outdoor Instructor, Outward Bound Singapore