



# Knowledge Seekers UK

## *Successful Leadership and Integration within Teamwork*



02 - 06 September 2024

London - UK

This program has been specially customized to meet the identified personal training needs of participants from and to help them contribute to their organizational goals

[www.kseekers.co.uk](http://www.kseekers.co.uk)



## Course Overview

This course has been designed to give team members leadership skills to work efficiently and effectively as part of a team. Effective teamwork leadership doesn't happen by accident, you have to be team member who knows how to properly communicate and deal with conflict and who has good problem-solving and decision-making skills, and that's the focus of this training course.

The course will teach team members how to be more confident and effective in working as part of a highly productive team, how crystal-clear communication is critical to high-performance teams and how to solve the myriad problems that are sure to arise. And it will instil a passion that will allow them to rally their other team members to high-quality, top-notch performances day after day.

In this course, trainers will give team members the time-tested tips and techniques that they can incorporate into their daily activities to help create an environment that will result in creative, effective and peak-performing teams. Attendees will also participate in small group activities that will reinforce the learning objectives taught in the training sessions.

**Course Aims and Objectives:** By the end of the course, delegates will learn:

- What team leadership is and the developmental stages of highly effective teams
- The role different personality types play in how a team functions
- How proper communication enhances teamwork & How shared problem solving works
- How to give proper feedback to team members as strategic leader
- How to identify the warning signs of impending team conflict
- How to quickly resolve team conflict and be a stabilizing influence on other team members
- How to use brainstorming and other techniques to aid in the decision-making process

## Training Methodology

This dynamic training course is highly-interactive & encourages delegate participation through a combination of lectures, group discussion, practical exercise, case studies, and breakout session designed to reinforce new skills. The comprehensive course manual has been designed to be practical, easy to use and facilitate learning. In order to help with establishing individual and business concerns, delegates will be asked to fill pre-course questionnaire.

## Who Should Attend?

This course is highly recommended virtually to all executives who work as leader or as part of a team and wants to benefit from this course by learning the secrets of highly successful team leadership, improving communication skills, understanding conflict resolution techniques and much more! Course can be very beneficial for members working together to improve the team' effectiveness including:

- Chief operating officer
- Chief administrative assistant/supervisor
- Senior vice president
- Team leaders & head of department and divisions
- General manager assistants
- Human resources officers
- Divisional director or leader
- Head of training unit

## COURS OUTLINES:

### The Essentials of Strategic Teamwork Leadership

Understanding what a team is and how a team develops is an essential ingredient of a good team member. In this session, team members will learn what a team is and what it isn't, and they'll discover the key components that can turn a good team into a great team. Included in this session:

- Calling a team a team doesn't make it one: Characteristics that define a successful team
- The two primary classifications of teams and how they compare to other groups
- Team chemistry: Personality and interpersonal styles that lead to collaboration—and also to conflict
- The four stages of successful team development & Debunking the common myths about teamwork
- Understand the differences between a work group & a true team
- The 8 reasons why a team gets better results

### Enhancing Teamwork Leadership with Better Communication

- Effective communication and teamwork
- Why active listening is absolutely critical for any team
- Active listening techniques to improve communication
- How to read nonverbal cues for better communication
- The communication shortfalls that can cause teamwork to fall apart
- The right way to give and receive feedback
- Benefits of asking good questions—and the types of questions to avoid

### Belbin Test

Belbin test identifies people's behavioral strengths and weaknesses in workplace and helps:

- Individuals establish productive working relationships
- Select and develop high-performing teams from leadership point of view
- Raise self-awareness and increase personal effectiveness
- Identify talent in the workplace and share problem solving works
- understand different role personality types play in how a team functions
- Increase proper communication to enhance teamwork

## Which Belbin Team Roles do you fulfil?



### How to Deal with Team Conflict

- The main causes of team conflict—and the warning signs that conflict might be brewing within a team
- How team conflict escalates, and the right and wrong ways people react to conflict
- Accepting responsibility for emotions as leader
- When conflict is a good thing
- The key barriers to conflict resolution
- How to resolve conflict resolution
- Key tips on how to be the stabilizing influence that keeps conflict down and productivity up
- Recognize the most common types of difficult co-workers—and the predictable factors that go along with each type



**Shared Problem Solving and Decision Making**

- Primary problem-solving and decision-making styles most teams utilize—and the pros and cons of each
- What keeps teams from solving problems?
- How to identify the major obstacles that can paralyze innovative thinking
- The differences among common group decision-making techniques
- How to use brainstorming as a tool for encouraging the free exchange of ideas and solutions
- Avoiding conflict and controversy with this proven technique for making choices when several excellent alternatives are on the table
- How to identify a personal problem-solving style—and how it affects the team
- What to do when team members are too willing to compromise instead of working through problems
- How to motivate a team to make decisions when team members want to be told what to do
- What influences a team’s decision-making process

**Course Details**

<b>Course Title</b>	<b>“Successful Leadership and Integration within Teamwork”</b>
<b>Pre- Schedule:</b>	02 -06 Sep 2024
<b>Timings:</b>	09:00 AM - 02:00 PM
<b>Fees per participant</b>	<b>£ 4,000 GBP</b>
<b>Training Team</b>	1 professional trainer + 1 facilitator
<b>Venue:</b>	London - United Kingdom Thistle Hotel Marble Arch
<b>Course fees Include:</b>	<ul style="list-style-type: none"> <li>▪ Completion Certificate upon successful attendance &amp; participation</li> <li>▪ Documentation &amp; handout copies</li> <li>▪ USB memory and full training bag</li> <li>▪ Discounted accommodation with our cooperate rate @ Thistle Marble Arch hotel</li> <li>▪ Assessment and follow up after course</li> <li>▪ Regestration fees &amp; Belbin Test charges</li> <li>▪ Action plan to help participants on personal career level</li> </ul>

**For direct contact**  
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