



PROUDLY PRESENTS

Managing Teams Workshop

What's in it for you?

Since industrialisation began, then increasingly towards the end of the last millennium and much more during the last few years of this one, technology has become more complicated, more widespread and more necessary while the speed and depth of change in every aspect of our lives has been mind-boggling. Work that could be handled by one person in the past has become so diverse, so complicated and so challenging that often several people have to be employed to perform it adequately.

The accelerating change has brought accelerating complexity to the extent that effective teamwork is essential to attain the required levels of delivery. It has long been realised that an effective team will almost always beat a group of individuals in any endeavour.

However, the skills of creating and managing effective teams have not developed at anywhere near the pace of the increasing need for them. The result is less than optimum delivery in many organisations. And research has shown that the quality of delivery is the difference between highly successful and less successful enterprises.

This workshop will give you leaders and managers who understand the need for teams, who know how to create and manage them and who consequently deliver.



Who should attend?

Any leader or manager who has to get results through and with teams from junior-middle management to the very top of the organisation.

What is the objective of the workshop?


To create effective team leaders.

Content

-  Introduction to Managing Teams
-  Creating and Managing Teams in detail
 - Teamwork.
 - Permanent and temporary teams.
 - The underlying roles: line and staff.
 - Impact of accountability on the effectiveness of teamwork.
 - Line and Staff relationships in temporary teams.
 - Multiple team membership.



- The hard and the soft aspects of teamwork.
- Examination of the soft aspects.

 Technique for effectively creating and managing teams.


PERMANENT TEAMS	TEMPORARY TEAMS
1. CAREFULLY ESTABLISH THE PURPOSE OF THE TEAM	1. CAREFULLY ESTABLISH THE PURPOSE OF THE TEAM
2. DEVELOP A PERFORMANCE CONTRACT FOR THE TEAM LEADER/TEAM (THEY ARE THE SAME) COMPRISING: <ul style="list-style-type: none"> • VALUES • VISION • MISSION • KEY PERFORMANCE INDICATORS (KPIs) • STRATEGIES • CRITICAL PERFORMANCE INDICATORS (CPIs) (THESE ARE DERIVED FROM STEP 5 BELOW) 	2. DEVELOP AN ACTION PLAN COMPRISING: <ul style="list-style-type: none"> • A GOAL • GOAL STANDARDS (QUALITY, QUANTITY, COST AND TIME AS APPROPRIATE)WORK AND WORK STANDARDS COMPRISING: <ul style="list-style-type: none"> • PROGRAMME, SCHEDULE, BUDGET AND ACCOUNTABILITIES
3. DO A WORK POWER AND ACCOUNTABILITY ANALYSIS	
4. CREATE THE ORGANOGRAM	3. IF THE TEAM IS TOO LARGE FOR EVERY TEAM MEMBER TO REPORT DIRECTLY TO THE TEAM LEADER, CREATE AN ORGANOGRAM
5. DEVELOP CRITICAL PERFORMANCE INDICATORS (CPIs) FOR THE TEAM LEADER	
6. USING THE CASCADE METHOD DEVELOP PERFORMANCE CONTRACTS FOR ALL TEAM MEMBERS	
7. RECRUIT TEAM MEMBERS – INTERNALLY AND EXTERNALLY AS REQUIRED	4. RECRUIT TEAM MEMBERS – INTERNALLY AND EXTERNALLY AS REQUIRED (THIS WILL BE FOR LIMITED PERIODS)
8. MAKE SURE THAT ACCOUNTABILITIES ARE CRYSTAL CLEAR	5. MAKE SURE THAT ACCOUNTABILITIES ARE CRYSTAL CLEAR
9. 9. CONTINUALLY BUILD AND REINFORCE A CULTURE THAT ENSURES PROPER ATTENTION AND ADHERENCE TO THE SOFT ASPECTS OF TEAMWORK	6. CONTINUALLY BUILD AND REINFORCE A CULTURE THAT ENSURES PROPER ATTENTION AND ADHERENCE TO THE SOFT ASPECTS OF TEAMWORK




<p>10. SET UP THE CONTROL SYSTEM COMPRISING:</p> <ul style="list-style-type: none"> • MEASURING PERFORMANCE • EVALUATING PERFORMANCE • IDENTIFYING CORRECTIVE ACTION REQUIRED (INCLUDING MOTIVATION, TRAINING AND DISCIPLINE) • ACKNOWLEDGING RESULTS ACHIEVED TO STANDARD • REWARDING RESULTS ACHIEVED ABOVE STANDARD 	<p>7. SET UP THE CONTROL SYSTEM COMPRISING:</p> <ul style="list-style-type: none"> • MEASURING PERFORMANCE • EVALUATING PERFORMANCE • IDENTIFYING CORRECTIVE ACTION REQUIRED (INCLUDING MOTIVATION, TRAINING AND DISCIPLINE) • ACKNOWLEDGING RESULTS ACHIEVED TO STANDARD • REWARDING RESULTS ACHIEVED ABOVE STANDARD
<p>11. HOLD REGULAR TEAM MEETINGS TO REVIEW OPERATIONS AND PROGRESS</p>	<p>8. HOLD REGULAR TEAM MEETINGS TO REVIEW OPERATIONS AND PROGRESS</p>

 Action Plans

- What they are.
- How and when to write them.

 Self-evaluation

 Templates and examples

Each workshop includes the vital skill of Action Planning!

This workshop is one of the building blocks of the world-class

T³ Leadership/Management System

A fully integrated system to run any enterprise, including hard and soft skills.

General Information

Price: Prices to be provided on request

Duration: One day

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