

Team Member to Team Leader

Course description

While some people are born leaders, most need to develop the skills required to create vision, communicate it to others and motivate a team. This is particularly important during periods of rapid change or growth, in which a team relies on the support and direction given by its leader.

The objective of this course is to improve the leadership skills of people, who do not have a lot of management experience or who may be good managers, but need to improve as leaders. The course makes use of up-to-date research on leadership, role plays and exercises to help participants understand how they can become better leaders.

Learning objectives

By the end of the course, participants will be able to:

- recognise the specific qualities of leadership and the needs of a team
- identify the impact of leadership on the task, the team and the individual
- understand the importance of emotion in leadership
- set and communicate goals
- understand the importance of delegation and coaching in leadership
- motivate, build and lead a team
- deal with conflict and dissent in a team

Target audience

Managers, supervisors and team leaders

Duration

One day for a maximum of 12 participants.



REGISTRATION FORM

Form to be completed by training department / line manager

Team Member to Team Leader 23 April 2012

I, undersigned

Name	
First name	
Company	
Position	
Telephone	
Fax	
Email	
Billing address	

register the following person/people for the above-mentioned training course :

	Name	First name	Position
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			

I have read and accept the following terms and conditions

Date and signature

Where did you hear about this course?

- INFPC website
- fast training website
- mailing from fast training ("save the date", ...)
- Open course calendar
- Other

If other, precise:

Please return this form by fax to +352 22.55.99.99 or +352 22.06.39

Terms and conditions

Fees

The rate for the training course is 400 Euro per person per day. The fee includes all supporting material, lunch and refreshments.

Payment

The course fee must be paid in full on receipt of invoice. An invoice will be dispatched after completion of training.

Cancellation policy

Courses that have been booked may be cancelled up to 10 business days before the scheduled date. If the course is cancelled after that time, it will be subject to a cancellation fee of 50% of the fees due up to 5 business days before the scheduled date and 100% after that time.

fast training reserves the right to delay or cancel training course at any time without liability. In these circumstances, participants will be offered an alternative date.

Contact

For further information, please contact your Coordination Manager:

Telephone: +352 22.55.99.50

Fax: +352 22.55.99.99

Email: info@fasttraining.eu