

Transitioning from team member to team leader

Course description

Promotion to team leader or supervisor is a positive affirmation of your performance at work. It is often a key step in your career progress into a management role. It also brings new challenges as you make the transition from a member of a team, to becoming the leader of a team.

This course helps prepare you for these challenges so that you can prove your worth as an effective leader of other employees as smoothly and quickly as possible.

Learning objectives

By the end of the course, participants will have a good understanding of:

- Positioning yourself appropriately between the team members and higher management
- Handling changes in relationships – moving from being “one of the gang” to “the leader of the gang”
- Dealing with possible resentment of your new role from former peers and new team members.
- Accepting different styles of working
- Adapting your own style to assert your new authority appropriately
- Dealing with conflicting loyalties – to higher management and to team members
- Handling vs. Overseeing the team work
- The importance of finding role models and mentors
- Gaining recognition of your new role from other company employees

Target audience

Anyone who has recently moved into a team leadership or supervisor role, or who hopes to make this change in the near future.

Duration

1 day for up to 12 participants.

Registration Form

Transitioning from team member to team leader Luxembourg, 15 March 2010

Form to be completed by training department / line manager:

Name: _____ First Name: _____

Company: _____

Position: _____

Telephone: _____ Fax: _____

Email: _____

Register the following person for the training course:

Name / first name / position

Mrs/Miss/Mr _____

Mrs/Miss/Mr _____

Mrs/Miss/Mr _____

Mrs/Miss/Mr _____

Billing Address: _____

I have read and accept the terms and conditions.

Signature: _____ Date: _____

Please return this form by fax to : +352 – 22 55 99 99

Terms & 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.

Contacts:

For further information, please contact the fast training team:

Telephone: +352 22 55 99 – 50

Fax: +352 22 55 99 – 99

Email: info@fast.lu