

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

Form to be completed by training department / line manager

Transitioning from Team Member to Team Leader 22 September 2010

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

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:

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