



# Building and Influencing an Effective Team

## Who Should Attend?

This module is for senior managers or line managers who have to achieve their objectives through their team members.

## The Key Outputs:

A comprehensive template for defining team roles.  
A highly effective communication framework for influencing the team.  
An effective coaching framework.

## The Schedule

27 <sup>th</sup> – 28 <sup>th</sup> March 2012	Kettering Park Hotel
8 <sup>th</sup> – 9 <sup>th</sup> May 2012	Kettering Park Hotel
10 <sup>th</sup> – 11 <sup>th</sup> July 2012	Kettering Park Hotel
16 <sup>th</sup> – 17 <sup>th</sup> October 2012	Kettering Park Hotel

## The Investment

£1,099 + VAT

*(Excludes hotel costs)*

## The Agenda *(2 Days)*

### Introduction and Objectives

*Setting the objectives for the participants.*

### Responsibility and Authority

*How to empower the team members and get things done.*

### Effective Communication

*Understanding the key principles of effective communication.*

### Transactional Analysis

*How to adapt your communication style in order to influence others.*

### Team Building

*How to develop the key components of effective team working. Undertaking the Belbin™ team role analysis.*

### Recruitment and Induction

*How to develop the most appropriate programme to get new starters performing as quickly as possible.*

### Effective Coaching

*How to use your personal input to achieve a change in behaviour and performance.*

### Personal Action Planning

*How to implement the key learning points.*