

Emerging Team Leaders

5 day course covering the 'Golden Rules' how to transpire into an effective team leader

Darwin

**Human Resource &
Computer Academy**

training for your future

GENERAL INFORMATION

Duration:

5 Days, 8:30am - 4:30pm

Investment:

\$1,495 GST - Exempt
Includes training reference manuals

Emerging Career Pathways

- Frontline Manager
- Team Leader
- Supervisor

CONTENT

Day 1: Develop work priorities

- Monitor and obtain feedback on own work performance
- Design work schedules and work plans to establish priorities
- Coordinate professional development

Day 2: Communicate effectively as a workplace leader

- Producing short term plans for department/section
- Planning and acquiring resources
- Providing reports on performance

Day 3: Implement operational plan

- Monitoring and adjusting operational performance
- Produce short term plans for department/section
- Planning and acquiring resources, providing reports on performance

Day 4: Develop teams and individuals & Lead team effectiveness

- Determine individuals and team development
- Facilitate the development of the workgroup
- Developing team plans to meet expected outcomes
- Leading the work team and proactively working with the management organisation

Day 5: Implement continuous improvement

- Implement continuous improvement systems and processes
- Monitor and review performance
- Provide opportunities for further improvement

The Academy can also deliver this course in-house and can adopt the course to the specific training needs for your organisation. For further information contact the Academy staff.

For upcoming dates, please call **8941 2344**.

For bookings contact:

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COURSE OUTLINE

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