

Team Leader / First Line Manager –  
Management & Leadership  
Development Programme –  
4 day residential course in  
Keswick, Cumbria or a  
4 day open course in London

‘Learn how to nurture and grow a culture of  
developmental leadership in your organisation’



Team Leader / First Line Manager – Management and Leadership Development Programme – 4 day residential course in Keswick, Cumbria or a 4 day open course in London

## Introduction

Did you know...?

According to a recent Gallup Poll undertaken over 20 years...

- \* Only 13% of employees worldwide are engaged and this has hardly moved over the last 12 years...
- \* Gallup has studied performance at hundreds of organisations and measured the engagement of 27 million employees and more than 2.5 million work units over the past two decades...
- \* Gallup has discovered links between employee engagement at the business-unit level and vital performance indicators...
- \* Only one in 10 managers has the core skills needed to be a great manager... and the core skills are...

*They motivate every single employee to take action and engage them with a compelling mission and vision*

*They have the assertiveness to drive outcomes and the ability to overcome adversity and resistance*

*They create a culture of clear accountability*

*They build relationships that create trust, open dialogue, and full transparency*

*They make decisions that are based on productivity, not politics*



‘To address this need the Results Driven Group have developed a programme that is exciting, engaging and challenging which is our Team Leader / First Line Manager – Management and Leadership Development Programme’

Team Leader / First Line Manager – Management and Leadership Development Programme - 4 day residential course in Keswick, Cumbria or a 4 day open course in London

This experiential programme is delivered as 4 day residential course at our teambuilding facilities in Keswick, Cumbria where we make use of the vista and geography of the Lake District on each day of the programme or a 4 day open course in London

The group size is limited to 12 delegates to ensure maximum participation

## Who is this programme for?

The Team Leader / First Line Manager – Management and Leadership Development Programme is ideal for individuals who have management responsibilities but no formal training, and are serious about developing their abilities further

They particularly support practising team leaders / first line managers seeking to move up to the next level of management, and managers who need to lead people through organisational change, budget cuts or other pressures.

## Benefits for individuals

Gain a range of key management skills and put them into practice in your own role

Build your leadership capabilities – motivate and engage teams, manage relationships confidently

Develop your leadership and management skills using your own knowledge, values and motivations.

## Benefits for employers

Effective and confident team leader / first-line managers

Better relationships and communication in teams

Proven skills – managers will need to show that they can transfer their new skills to your organisation

Managers with the tools to develop their own skills and abilities.

## What will I learn?

### By the end of this course you will be able to:

Understand the role of the leader and identify your own leadership style.

Pinpoint opportunities to develop and maintain credibility and trust within your team

State the qualities of a successful team.

Identify the various roles within your team and identify ways in which you can develop a balance of skills

Use established communication techniques to develop and build productive relationships within the team

Confidently tackle common performance issues and deal effectively with conflict that may arise from within the team

What will it cover?

How to become an inspirational leader

The difference between leadership and management

The role of trust and respect in effective team leadership

Identifying your leadership style

How to build a successful team

The key characteristics of groups and teams

The stages of team development and the practical actions a manager can take

The dynamics of effective teams

Team roles

Building a balanced team to achieve SMART objectives

How create a culture of clear accountability

The manager as an effective communicator

The importance of open communication

Communication using empathy and building effective relationships in the team

Keeping your team informed

Using social/behavioural styles effectively

Maintaining confidentiality

The effects of attitudes, perception and cultures on interpretation when communicating in the workplace

How to build relationships that create trust, open dialogue, and full transparency

Driving performance through motivation

The purpose and benefits of appraisals and performance reviews

Roles and responsibilities of individuals in appraisals and performance reviews

Conducting the appraisal interview

Providing feedback and motivation during performance reviews





How to make decisions that are based on productivity, not politics

Monitoring performance throughout the year

## How to give and receive feedback

The importance of feedback to improve communication and performance

Feedback techniques to motivate and increase performance

Inviting and accepting feedback to improve your own performance



## How to deal with Conflict Management

Identify causes of conflict at work

Describe the stages in the development of conflict

Explain the effects of conflict on individual and team performance at work

Explain a recognised technique to minimise and resolve conflict in the workplace

Describe how to promote a positive atmosphere in order to minimise the adverse effects of conflict in the workplace

How to use assertiveness to drive outcomes and the ability to overcome adversity and resistance

The Team Leader / First Line Manager – Management and Leadership Development Programme is a fantastic grounding for any team leader/first line manager who wishes to learn some of the basic principles of team leadership/line management

One of the main objectives for learners attending this course is to learn how to communicate effectively and build trust and commitment within their teams. This course provides this in addition to the key principles on performance management

## Results Driven Group Certification

Each delegate will receive a Results Driven Group personalised certificate at the end of the programme

## Client testimonial

*“It helped me think more positively about the role I am undertaking and enhanced skills. This course should be mandatory for ALL Team Leaders and Managers within the company.”*

Manager – Electronics Company

## Programme delivery dates – Residential courses in Keswick, Cumbria

### Programme 1

This 4 day residential programme will take place in Keswick, Cumbria on the following dates; Arrive in Keswick at 11:00 on the 3rd April 2017, and leave at 16:00 on 6th April 2017.

### Programme 2

This 4 day residential programme will take place in Keswick, Cumbria on the following dates; Arrive in Keswick at 11:00 on the 18th September 2017, and leave at 16:00 on 21st September 2017.

### Programme 3

This 4 day residential programme will take place in Keswick, Cumbria on the following dates; Arrive in Keswick at 11:00 on the 13th November 2017, and leave at 16:00 on 16th November 2017.

## Programme delivery dates – Open courses in London

### Programme 1

This 4 day open programme will take place at in London on the following dates; 28th March 2017; 25th April 2017; 9th May 2017; 24th May 2017



### Programme 2

This 4 day open programme will take place at in London on the following dates; 3rd October 2017; 18th October 2017; 7th November 2017; 22nd November 2017

### \*Next steps\*

If you want to enrol on the course or have any queries then please call us on 0845 094 0587 or on or fill in a registration form online at

<http://www.resultsdrivengroup.co.uk/Home.aspx> or email us on [info@resultsdrivengroup.co.uk](mailto:info@resultsdrivengroup.co.uk)

### The Cost

The programme cost including, programme delivery, accommodation, catering and registration, accreditation and certification is £1095 + VAT per delegate.

### Flexible payment terms

\*If you are self-funding then a 30% deposit will be taken on booking, which will secure your place on the course\*

For the balance it is then possible to set up a 6 month payment plan by direct debit or credit card for the remaining balance

### In house delivery options

We can deliver this program in house for a minimum 6 delegates, contact us for further details

## Open residential courses in the Lake District with Results Driven Group

What makes the results driven experience different from any other residential course?

Firstly we will start with the location...

The northern Lake District around Keswick and Derwent Water is arguably one of the most beautiful areas in the UK, it does not matter which time of year you are there, the panorama is always changing and the views are always stunning...



Secondly we use nature as a metaphor for learning...

We believe that you think and work differently according to the environment you are exposed to and work in, we use all of the elements of nature to enhance the learning experience and take you out on each day of the programme to experience learning outdoors...☺

“All of the activities we use are safe and are tailored to the capabilities of each group”

**Earth** – the landscape around us, the Mountains, Valleys and different vistas according to the seasons

**Air** – the different forces that the wind can create and the effect on the landscape that it has is awe inspiring!!

**Fire** – the strength of the sun and difference it can make to a view or an experience or how you feel allows you to reflect and look at things from different perspectives

**Water** – the lakes and the rain, the background vistas that you can embrace in the different seasons make this a stunning place to learn

### Client testimonial

*Fantastic way to learn and improve your skills. Environment unbelievable, enthusiastic trainer and the chance to meet an interesting group of people to exchange views and theories.*

Debbie Frisker



Thirdly, the delegate experience is completely different...

Normally on a residential course you would just turn up at 0930 in the morning and then go home at 1600 back to your Hotel, as part of the programme we spend time learning together, undertaking activities together, eating together and most of all having FUN, one delegate recently described this as Homeliness, and that he has never come across this type of experience before on a training course...

### Client testimonial

*A fast moving inspirational course which utilises a range of teaching methods in beautiful surroundings...*

Lisa Aitken

And finally the networking aspect...

This is something you can never recreate on a closed course programme, when you mix up clients who come from the public, private and third sectors, who have had completely different life experiences, different perspectives of how things work and job roles – then anything can happen!!, it is usually pretty special and we have seen long lasting friendships developed over the time that they spend with us in the Lakes...

Your accommodation whilst in Keswick...

We have 3 beautiful Houses in Keswick where you will stay whilst on your residential course in the Lakes, you will have your own bedroom and you will be fully catered for as well over the period of your stay...

If you would like to see the properties, then please visit; [www.newlandshousekeswick.co.uk](http://www.newlandshousekeswick.co.uk) for further information

Hopefully this will give you an insight to why the results driven learning experience is different...

Regards

Chris Goodwin – MD – Results Driven Group