



Team Leadership Program for Front Line Supervisors

"Team leadership development is not only possible, but also eminently profitable."

In today's business, the team leader is the main link between the organization's goals and the people who are responsible for the daily activities that make those goals a reality. Because of the necessary and integral role that this position plays it is obvious that good team leaders are key to the success of any organization.

Many everyday decisions required within this role affect profits, productivity, service levels as well as attitudes, and morale. With a role and function of this magnitude, it would seem logical that the process of becoming a team leader would require years of training. However, most team leaders have had little or no training in the required skills. Almost universally, today's team leaders are men and women who have been promoted from being a super-worker to being a team leader.

A Process for Results

The Team Leadership process makes team leadership development not only possible, but also eminently profitable. Individually, each team leader reflects the proficiency of a specialized knowledge, which creates a powerful force that assures the achievement of organizational goals through its people.

Essential Elements

Attitude Development:

Attitude is the basis of all individual behavior. The effectiveness of team leaders will depend upon their behavior in a given situation. Improved results and productivity begin by developing the attitudes that govern positive behavior.

Behavior Management Skills:

More than 50% of a team leader's time is spent managing other people. To be effective in this role, it is important that the individual develops the skills necessary to effectively communicate and maximize productivity.

Goal Accomplishment:

A team leader not only sets goals, but also needs to determine how they will be achieved, what obstacles must be overcome in the process, and the timeline necessary. The Team Leadership process provides a proven goal accomplishment model that can be immediately applied to any organization.



Critical Issues Covered within this Process

- The Roles and Functions of a Successful Team Leader
- Organizational Goal Setting
- Developing Confidence
- Managing and Controlling Your Use of Time
- Creating and Managing Performance
- Creating an Environment for Growth
- Techniques for Better Training
- Conducting the Evaluation
- Taking Corrective Action
- The Disciplinary Interview
- Decisions, Habits, and Attitudes

The Results and Measurable

- Dynamic Teams
- Lowered Cost of Doing Business
- High Performing Individuals
- Motivation to Accomplish Organizational Goals
- Increased Revenues
- Increased Profitability

Leadership Development Process and Deliverables

Target Audience: Frontline supervisors

Deliverables	Details
Ten (10) Development Sessions	8-12 participants meet weekly for 10 weeks. Each session will be approximately 2 - 3 hours in length. This process enables participants to “develop” since they will have application and practice time between sessions. Each session will end with specific goals and action steps to be accomplished by the next session. Goals will link to the organizations vision, values and strategic mission.
Three (3) Follow-up sessions	The group will meet once monthly for three months following the last development session. Participants will present progress reports on their individual and organizational goals. When needed, additional content may also be part of these sessions.



Deliverable	Details
<p>Course Materials Three Ring Binders with your company logo.</p>	<p>Twelve chapters of program content in audio and text format enables the participant to have multiple exposures to the content between sessions allowing the sessions to be hands-on and application oriented. Five exposures during the week between sessions result in content retention in excess of 60%.</p> <p>Content includes:</p> <ol style="list-style-type: none"> 1. Successful Team Leadership 2. Preparation for Team Leadership 3. Understanding and Affirming Your “Self” 4. Goal Setting for Success 5. Turning Solutions into Actions 6. Organizational Goal Setting 7. Managing Your Time 8. Motivation and Confidence 9. Building a Successful Team 10. Creating and Managing Performance 11. Employee Evaluation and Discipline 12. Decision Making and Problem Solving
<p>Course Materials Action Plan Three Ring Binders with your company logo.</p>	<p>Self and Organizational Evaluation Sections include:</p> <ul style="list-style-type: none"> • Dream Inventory • Mental Development • Social Development • Physical Development • Financial/Career Development • Family Life Development • Ethics and Beliefs Development • Setting Goals and Establishing Priorities • Goal Planning Sheets • Organizational Goals Program • Productivity • Time Management • People Management • Goals Summary Sheets • Goals Accomplished
<p>Three Hours 1-on-1 Coaching</p>	<p>Participants will receive one-on-one coaching to help them with specific applications issues and review assessment data. Each person receives three hours of coaching.</p>
<p>Concept Application Through Goal Setting</p>	<p>The group will focus on the implementation of key concepts as they apply to each participant, by developing written goals with measurable action steps.</p>



Deliverable	Details
Critical Issues	Each participant will identify three critical issues within the organization and develop comprehensive action steps for each issue.
Productivity Assessment	The group will analyze current productivity followed by measurable goal setting.
Self-Concept Profile	Each participant will analyze current confidence and comfort levels with self, and create steps to be taken if improvement is desired.
Personal Vision	Each participant will develop a vivid mental picture of his/her future direction
Management Skills Assessment	<p>The group will analyze the current management skills level in the areas of:</p> <ul style="list-style-type: none"> o Productivity o People o Time <p>This will be followed by measurable goal setting and action steps where improvement is needed.</p>
Time Management Analysis	Each participant will analyze his/her personal time management ability followed by goal setting where improvement is needed.
Communication Assessment	The group will discuss the current communication “state” and its impact on others.
Measurable Results	The process is customized and tailored to achieve the measurable outcomes set by each specific client.
Attribute Index	The Attribute Index allows participants to discover What natural talents they possess.
Values Index	The Values Index allows participants to understand Why they are motivated to use those natural talents.
DISC Index	The DISC Index allows participants to understand How they like to use those natural talents.

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