

Leading and Managing Teams in the Workplace

Presenter – Richard Bird, Learning Works

Monday 5 March 2012 9.00 am – 4.30 pm

Cafler 1 and 2, Forum North, Whangarei

Cost: \$350 + GST

Includes handout material, lunch, morning and afternoon tea.

Who is this workshop for?

If you are a team leader or supervisor responsible for leading and managing a work team, or want to take on such a role, this workshop will benefit you!

Team leadership and supervisory management roles are vital in the modern workplace. People are often promoted to team leader or supervisory roles because they are good operators or have great technical expertise. But to be successful in their new role they also need a new set of management and leadership skills.

Learn how to bring out the best in the individuals and teams that you manage.

Feedback from Richard's previous workshops

"Very practical workshop with excellent tools and resources that I can apply within my role as a manager." Ellen Norman, Manager, Northland District Health Board.

"Real tools. Practical information that can be used immediately." Elisa Kawiti, Leadership Academy of A Company, He Puna Marama.

"The workshops Richard runs for our guys are practical and hands on. They have helped us shape the development of teamwork across our site." Matt Te Pou, Manager Team Development Unit, Tasman Pulp and Paper.

"This was amongst the best training we have had. The skills our team leaders learnt on the course have made a big impact on the way we work and lifted the factory productivity." Mike Hollinger, Operations Manager, Mair Venison, Rotorua.

"Good practical training at the right level – the level the crew can relate to. It has really helped us to lift our game across all of our shifts." Martin Glover, Manager East Mine, Solid Energy Huntly.

Course presenter – Richard Bird

Richard is currently Director of Human Resources at Waiariki Institute of Technology in Rotorua. Prior to this, Richard spent four years as Learning and Development Manager with Fonterra Group Manufacturing and has been part of the Organisational Development consulting firm *Learning Works* for several years.

Richard has wide experience in supporting the development of team based workplaces in a range of settings including a coal mine, factories, organisations and office environments. He has an engaging facilitation and training style.

Programme Content***Understanding Teams***

- Effective workplace teams.
- Work satisfaction.
- Engagement of team members.

Team Health Check

- A practical tool for assessing the effectiveness of your team.

Leadership and Management

- Being apart from the team.
- Leadership as a dimension of your role.

Focussing on Performance.

- The importance of performance indicators.
- Tracking team improvement and success.

Role Clarity

- How to clarify team boundaries, roles, relationships and accountabilities.

Coaching and Feedback

- Simple tools to use for coaching and giving feedback.

Team Skills

- The importance of multi-skilling to build flexibility and effectiveness within a team.

Team Charter

- A framework for building sustainable teamwork.

Plan of Action

- Identifying how you will apply these tools in your workplace.

Register now – Leading and Managing Teams in the Workplace 5 March 2012

Name:	
Role:	
Organisation:	
Postal Address:	
Phone:	E-mail:
Name and address/email for invoice purposes:	

Terms: Please register early. A fee of \$50.00 will apply for re-scheduling or cancellations received prior to 5 working days before the course. No refund for cancellations received within 5 working days of the course. Substitutes from the same organisation are permitted at any time prior to the course at no cost. Venture Group reserves the right to cancel or reschedule the course. You will be sent confirmation of registration and an invoice for payment upon receipt of your registration form.

For more information phone Venture Group (NZ) Ltd at 09 438 7750.

Email, post or fax your registration to:

Knowledge Ventures, PO Box 388, Whangarei

Fax: 09 438 7762 Email: knowledgeventures@venturenz.co.nz