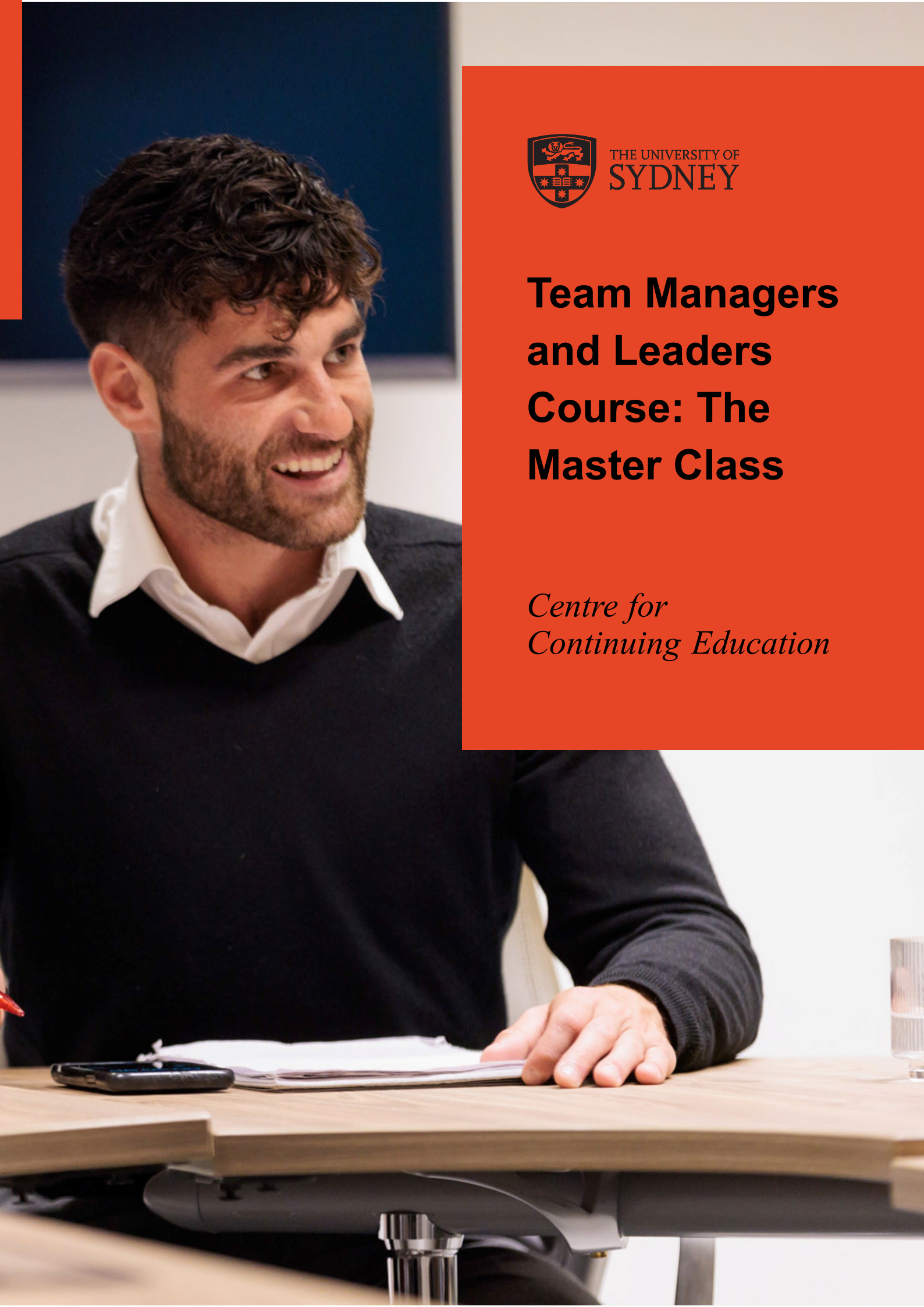




THE UNIVERSITY OF
SYDNEY

Team Managers and Leaders Course: The Master Class

*Centre for
Continuing Education*



Team Managers and Leaders Course: The Master Class

This six-week course, tailored for emerging leaders, new team leads, and freshly appointed managers, is designed to teach the skills of leading a team effectively and with confidence.

When people are promoted to a manager position, they need to be given the tools to excel in their new role. Being a leader isn't something you're just born with; it's something you can learn. Investing in leadership skills not only boosts personal confidence, but also enhances team productivity, accelerates goal achievement, reduces staff turnover, and fosters greater job satisfaction.

The Team Managers and Leaders Course: The Master Class, covers topics such as learning your leadership style, facilitating team meetings, giving constructive feedback, mastering delegation, nurturing team motivation, conducting performance evaluations, navigating recruitment procedures, managing difficult conversations, and cultivating a positive work environment.

By the end of the course, participants will have acquired the knowledge and skills necessary to lead a team. In addition, they'll have a practical leadership toolkit ready for immediate application, along with a personalised leadership blueprint to guide continual improvement in their leadership journey.

Intended audience

This course is ideally suited for both new and current leaders to learn the frameworks of leadership and enhance their skills. It is designed across a 6-week period, to be completed concurrently with your managerial responsibilities. The course is suitable for professionals across various industries.

We recommend attending this course if you are in your first two years of experience as a manager or team lead, or if the skills you'd like to acquire match the course learning outcomes.



Course duration

Approximately 16 hours



Time

As per class schedule



Format

Self-paced online +
online group coaching
sessions



Dates

Browse available
[course dates](#)

Prerequisites

Prior to attending this course, you should:

- recall one situation where you have had to deal with workplace conflict
- bring the goals you are expected to achieve in your leadership role
- create a list of team responsibilities.



Upon completion

Every participant receives a University of Sydney certificate of completion.



Aims

This program is designed to provide emerging and aspiring leaders with skills and strategies to excel in a leadership role. Participants will learn leadership fundamentals, communication skills, managing people and performance, leading high-performing teams, time management, delegation, and cultivating team culture.



Outcomes

By the end of this course, you should be able to:

- identify your personal leadership style
- create a leadership growth plan
- handle difficult conversations
- give and receive constructive feedback
- conduct interviews and make informed team selections
- run comprehensive performance reviews
- coach team members
- chair productive team meetings
- prioritise tasks and delegate responsibilities effectively
- navigate team conflicts
- manage team performance to meet goals
- cultivate a positive team culture
- inspire and energise your team.



Content

Module 1: Foundations of leadership

- Understand the manager vs. leader roles
- Explore different leadership styles, and discover personal preferences
- Assess personal leadership strengths and areas for development
- Set actionable leadership goals

Module 2: Effective communication

- Recognise the significance of clear communication in management (and the impact of poor communication)
- Develop active listening skills
- Practice giving and receiving constructive feedback
- Learn techniques for handling difficult conversations
- Explore strategies for managing relationships with superiors, and “managing up”

Module 3: Managing people and performance

- Acquire skills for interviewing and selecting new team members
- Understand personalities of team members
- Conduct effective performance reviews and set SMART goals
- Conduct regular one-on-one sessions with team members
- Develop coaching skills



Module 4: Leading high-performing teams

- Set a compelling vision for the team
- Align team goals with organisational objectives
- Chair productive team meetings
- Resolve conflicts within the team constructively (using module 2 communication techniques)
- Learn motivation techniques for team engagement

Module 5: Time management and delegation

- Prioritise tasks and projects effectively
- Implement time management strategies for maximum productivity
- Delegate tasks efficiently
- Monitor, track and support team progress to goals

Module 6: Cultivating team culture

- Understand the impact of team culture
- Provide ongoing support and development opportunities for your team
- Foster a culture of feedback, growth mindset, and continuous improvement
- Create a team culture plan, and develop a personal leadership plan for post-course implementation





“The content of the course was exactly what I was looking for in relation to professional development. The presenter was knowledgeable and engaging during the online sessions.”

David Lee



“The course is very helpful and practical, and I’ve found many takeaways that I can directly apply to my current role.”

Sue Yang



Delivery mode

Held over 6 weeks, this course is a combination of 6 self-paced online modules, and 4 x 1 hour online group coaching sessions (via the platform Zoom), to embed the learnings into your leadership role. The self-paced online modules will be released weekly and you should allow about 2 hours per week to complete these modules. The 1-hour group coaching sessions will be held in week's 1, 2, 4 and 6.



Additional information

You will learn through a variety of methods including open discussions, exercises and individual response to mini quizzes.

Materials

This course is managed through a Learning Management System (Canvas). Once enrolled, you will be provided with login details. You will have access to Canvas for 3 months after the conclusion of the course.



Organisational training and development

This course can be delivered as a private session for groups, and tailored to meet the needs of your business. Contact us to discuss our range of organisational training solutions.

[Learn more](#)



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We recognise and pay respect to the Elders and communities – past, present, and emerging – of the lands that the University of Sydney's campuses stand on. For thousands of years they have shared and exchanged knowledges across innumerable generations for the benefit of all.

Empower ambition,
inspire leadership

For more information

Centre for Continuing Education
+61 2 7255 1577

cce.sydney.edu.au

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