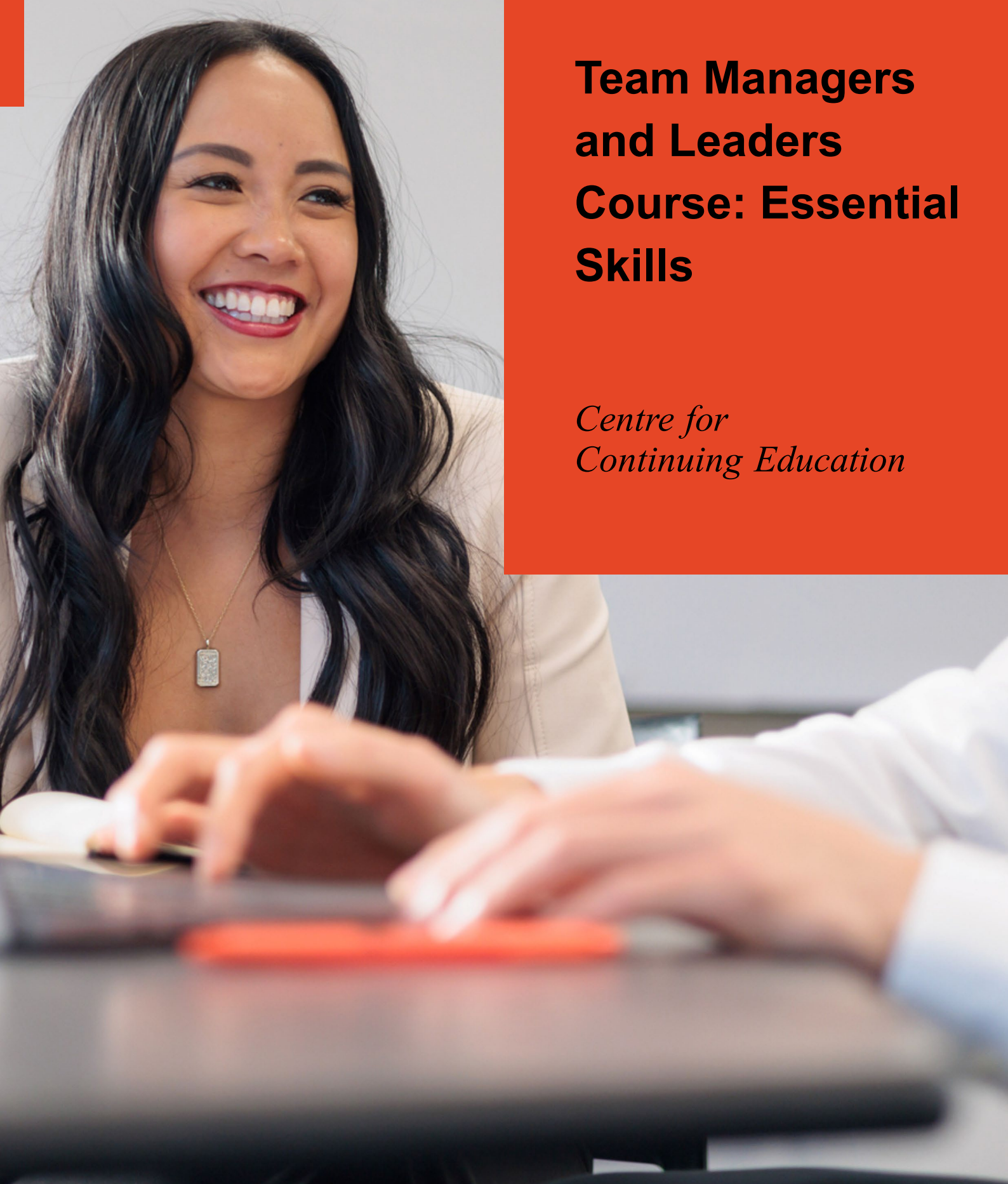THE UNIVERSITY OF
SYDNEY

Team Managers and Leaders Course: Essential Skills

Centre for Continuing Education

Team Managers and Leaders Course: Essential Skills

This foundational course in people management focuses on practical strategies and frameworks for effective leadership of high-performing teams.

Designed for those stepping into leadership roles or looking to enhance their skills, this course provides valuable tools for effective team leadership. Participants will engage in interactive sessions, hands-on exercises, and real-life case studies to gain a deeper understanding of leadership in businesses today.

Course duration
1 session, 7.5 hours total

Time
9am – 4:30pm

Format
Face-to-face
or
Online in real-time

Dates
Browse available
course dates

This one-day workshop is for individuals looking to improve their team leadership abilities and foster stronger working relationships while achieving tangible individual, team, and organisational outcomes.

Intended audience

Ideal for individuals stepping into management, including new and emerging leaders, team leaders, supervisors, as well as those aiming to pursue a leadership position.

Upon completion

Every participant receives a University of Sydney certificate of completion.

Outcomes

By the end of this course, you should be able to:
- understand the dynamics of high performing teams, and the pivotal role of the team leader
- employ effective communication skills for leading individuals and teams
- establish shared team goals and a unified vision that aligns with organisational purpose
- understand your leadership style and how to adapt according to the situation
- navigate team conflicts and challenging situations
- cultivate psychological safety, trust and credibility for effective working relationships
- motivate teams, boost morale, and enhance individual and team performance through participation and consultation.

Content

Module 1: Leadership fundamentals
- Differentiate between a leader and manager
- Define high performing teams
- Identify key traits of effective leaders
- Examine various leadership styles and adapt your leadership style for improved team performance
- "Positive leadership" and the benefits of a strengths-based approach to leadership

Module 2: Teams
- Set common team goals and vision, tied to organisational purpose
- Understand the stages of team development
- Principles of team effectiveness and team performance culture
- Manage psychosocial behaviours and risks in the workplace
- Develop effective working relationships, through building psychological safety vulnerability, trust, credibility and earning respect
- Address cross-cultural communication, diversity, and inclusion in the workplace for understanding and respecting different perspectives

Module 3: Planning, productivity and performance
- Set and achieve goals collaboratively with your team
- Craft agendas for individual and team meetings
- Delegate tasks, provide coaching, and follow up to enhance productivity and performance
- Empower team members through task ownership
- Motivate and build individual and team performance

Module 4: Conflict resolution, and relationship management
- Guidelines and strategies for addressing team conflicts, grievances, and performance challenges
- Master the art of providing and receiving both positive and constructive feedback
- Learn the framework for engaging in challenging, authentic and courageous conversations

"A really interesting course with a great tutor. I would highly recommend this course to everyone."

Helene Melhem

"I valued the exposure to a diverse range of leadership theories and the opportunity to apply these to my own work through breakout rooms with my colleague."

Julia Parkin

"Fantastic experience! The location is perfect, with a clean, bright and fresh conference room with comfortable chairs. Our group was great, and the vibe really added to the day's energy. Lunch was delicious, enjoyed at a charming café downstairs, where conversations kept flowing, making it all the more enjoyable.

Our facilitator was knowledgeable, friendly, and engaging. I left with a wealth of new knowledge and a renewed enthusiasm for learning more. The tutor shared many resource suggestions, and I was lucky enough to pick up one of her recommended books at the airpor – I started reading it on the flight home! I can't recommend this course highly enough. Do yourself a favour and sign up!"

Elizabeth Sozou

Delivery Style

An interactive workshop, including presentation, group exercises, reflection and discussion.

Before the course

You are encouraged to review your experiences from teams you have led or participated in, including what was good and what could be improved.
Complete the Strengths Survey at
https://www.viacharacter.org/character-strengths

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

THE UNIVERSITY OF SYDNEY

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

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