



# Team Leader Training

Class or Online Training (2 Days)

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A Practical Guide to Management

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Option to Progress to Certification

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classroom



in-company for  
teams



live virtual



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# About This Course

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## An Introduction to Essential Management Skills

An effective team leader needs to be able to balance leading a team and working within the team.

This 2-day team leader workshop will equip you with the skills you need to achieve these tasks simultaneously.

You'll cover core management skills including team building, time management, and communication techniques.

This course runs as part of our Management Training Course. Over 2 days, you'll gain valuable insight and feedback from experienced management trainers.



This course runs as part of our popular combined Management Skills course, geared towards giving you the confidence to begin managing others effectively.



# About This Course

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- ✓ This course is structured to provide you with essential skills for managing others.
- ✓ The skills you will gain can be applied in any environment.
- ✓ It is very practical in style, incorporating discussions and group exercises.
- ✓ The course is delivered by experienced management training professionals who bring a wealth of real-world management expertise to each course they deliver.
- ✓ If you would like to expand your learning and progress to QQI Certification, we provide an opportunity for this ([see page 14](#)).



# Training Objectives

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Our goal is that following this training, you will:

## ✔ Understand Your Management Style

We discuss and evaluate the various management and leadership styles. You will be able to discover your own style, becoming aware of areas where you are strong and identifying areas for improvement.

## ✔ Learn How to Motivate Your Team

This can be a challenge for all team leaders at some time or other. Through acquiring tried and trusted techniques for motivation and resolving low-morale issues, you'll be able to boost your team's enthusiasm much more easily.

## ✔ Get Organised and Prioritised

Our "Organisational Skills & Planning" module incorporates time management, task prioritisation, and delegation skills.

## ✔ Build Effective Communication Skills

Developing strong communication skills is key for any team leader. To understand your team, you must be able to communicate clearly and listen attentively.

## ✔ Have Conflict Resolution Techniques

During the workshop, we address how to handle conflict and challenges in a professional way so that you can work towards achieving a positive outcome each time.

## ✔ Know how to Manage Performance

Begin to understand how to get the best from your team's performance with the points we cover in our "Managing Performance" module.

**Ask A Quick Question**

# Who Attends This Course?

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This course is suited to managers of all levels. Regular participants include:

- ✓ **Recently Appointed Managers**

If you have recently moved into a management role, this course will help you to make the transition with ease and set you up for future success.

- ✓ **Experienced Managers**

Seasoned managers often attend this course as part of their continued professional development. This course serves as a refresher, or as a source of new ideas for experienced managers.

- ✓ **Potential Managers**

If you are considering making a career progression to management, this course will give you an excellent foundation in management skills.





# Why Choose Our Approach? (4 Key Benefits)

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## ✓ Possess a Practical & Relevant Toolkit

Our training always focuses on management skills and capabilities that are both relevant to today's working environment and easy to apply immediately after the training.

## ✓ Get Expert Advice and Feedback

Our trainers are experienced in the field of professional training. They also bring a wealth of management experience to each workshop, so that they can offer advice based on real-life situations.

## ✓ Confidence in Your Abilities

The skills you gain and your experience during this course will begin growing your confidence in your ability to lead others successfully.

## ✓ Option for Progression

Although there is no certification with this 2-day training, we offer all team leader delegates the option to progress to achieve a QQI Level 6 Managing People certification.

You can achieve this through attending a third training day immediately following your initial 2-day course and successfully completing the required assessment work.



**Learn More**

**Ask A Question**

**About QQI Managing People**

# How do you want to learn?



## Classroom Training

Attend in-person training with our expert management trainers.

[Learn More](#)



## Virtual Training

Enjoy all the benefits of classroom training while connecting from home.

[Learn More](#)



## In-Company Training

Tailored training for your team, delivered in-person or virtually.

[Learn More](#)



# Classroom Training

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Our classroom training in Dublin provides you with a highly intensive learning approach to Team Leader Training.

Our classroom courses run in convenient Dublin venues, close to the M50.

## Why Classroom?

- ✓ **Focused Learning Environment** - One of the key advantages of an in-person classroom style training is the focused learning environment.
- ✓ **Delivered by Experts** - Our classroom training gives you access to our expert trainers. You'll benefit from the opportunity to ask questions and receive advice from your trainer.
- ✓ **Support Materials** - In addition to your classroom training experience, you'll gain access to online support materials (slides, reference materials etc.).



At present, most of our management courses will take place as live virtual training. You can gain all of the benefits of classroom training through virtual training.

**Read more and reserve your place on the following page.**

# Live Virtual Training (online)

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Virtual training enables you to connect to live, trainer-led sessions from wherever you are.

It's easy to connect and you'll gain the benefits of a classroom style of training while enjoying the convenience of learning at home.

Our virtual training dates are available for anyone to attend.

## How Virtual Training Works

Once you confirm your place on one of our upcoming virtual training dates, we'll send you the information and link you need to join the training.

To connect with our live training, you'll need a steady internet connection and a device with a web-camera, speakers, & microphone. Most home internet connections work perfectly for virtual training. These days, almost all smartphones, computers, and tablets have built-in web cameras, speakers, and microphones.

Our training consultants will advise you on how to get connected. It's an easy, user-friendly process.



## Why Virtual?

- ✓ **Learn from Home** - This is an ideal solution for anyone who works from home. You can connect with real-time training sessions from wherever you're currently based.
- ✓ **Delivered by Experts** - By choosing our live virtual training, you'll learn from subject matter experts. You'll also benefit from the ability to ask questions and gain advice from our trainers.
- ✓ **Group Training** - This style of training enables you to interact virtually with your fellow trainees. Via our online platform, you'll be able to take part in group discussions and exercises without leaving home.
- ✓ **Focused Learning Environment** - One of the key advantages of an in-person classroom style training is the focused learning environment. Live, trainer-led virtual training also provides this high-impact format.

[Reserve My Place](#)

# In-Company Training

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We run this Team Leader Training for in-house (sometimes called “in-company” or “on-site”) training. This means that we deliver training exclusively to your team on a date you choose.

There are many benefits to choosing an in-house style of delivery.

## How In-House Training Works

When you get in touch with us about in-house training - either by phone or by requesting a quotation using the button on this page - our expert training consultants will work with you to find the best training solution for your needs.

We will create a programme that addresses the issues and goals at the top of your list, and choose a training delivery method and dates that suits you best.



## Why In-House?

- ✔ **Tailored for Your Team** - Although the course syllabus must be adhered to, we can take your business and any challenges you are facing into account when delivering the course. We will make the training delivery relevant to your team.
- ✔ **You Choose the Delivery Style** - We can deliver this training as an in-person, classroom style course (where we come to your location), or by live, virtual classroom training.
- ✔ **Flexibility** - In-company training gives you the ability to schedule training at a time that works best for your schedule. It removes the inconvenience of having to take someone out of their role for training at a busy time.

[Get a Quote](#)



# Course Content

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## ① Management Styles

- Qualities of a good manager
- Management vs leadership
- Understand different management styles and their impact on staff
- Evaluate strengths & weaknesses of each style
- Discover and evaluate your own style

## ② Motivation & Team Building

- Your responsibility as a role model
- Engaging with staff to build great working relationships
- Using motivational techniques

- De-motivation: recognise the symptoms
- Addressing and resolving low morale

## ③ Organisational Skills & Planning

- Managing your time
- Goal-Setting: short, medium, and long term
- Using the SMART goal-setting approach
- Prioritising tasks
- Delegation skills and work allocation

## ④ Communication & Assertiveness

- Understanding how we communicate
- Communicating with confidence and clarity

- Understanding assertiveness
- Learning how to say “No”

## ⑤ Managing Performance

- Setting recognisable performance goals
- Improving staff performance
- Providing constructive feedback
- Addressing poor performance constructively

## ⑥ Managing Conflict & Tricky Situations

- Identifying areas of conflict
- How to handle difficult conversations
- Responding vs reacting



## Coaching Your Team

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If you want to gain more in-depth knowledge, such as how to coach your team, create a positive team culture, and engage with stakeholders, why not think about extending this course by 1 day?

Day 3 will cover these transformational skills and begin preparing you to achieve a QQI Level 6 Certificate in Managing People.

### Day 3 Highlights Include:

- Coaching Your Team
- Values, Culture & Attitudes
- Stakeholder Engagement
- Legislation, Equality and Diversity

[Learn More](#)

[Ask Us](#)

# Progressing to Certification

This course runs alongside our 3-day QQI People Management Course. Delegates attending this 2-day Team Leader Training have the option to extend their training to add on the 3rd day of certification preparation.

## How Do I Get Certified?

The certification offered with this training is a QQI Level 6 award in Managing People. To achieve this certification, you will need to attend an additional day of training immediately after the 2-day workshop and complete the required assessment work successfully.

Participants must complete a Project (50%), a Learner Record (30%), and a Written Assignment (20%) in the 8 weeks that follow training. We provide guidance and a detailed assessment brief for anyone undertaking the QQI Assessment.



### 1. Attend our 2-Day Team Leader Training

Gain practical management skills you can apply instantly.

### 2. Attend Day 3 Certification Preparation

Day 3 follows immediately after Days 1 and 2. Your trainer will cover the detailed assessment brief and help you prepare for assessment work.

### 3. Self-Directed Learning & Assessment Work

Self-directed learning includes research, reading, study, practice, reflection and preparation of assessment work.

### 4. Submit Your Assessment Work

You must submit all of your assessment work within 8 weeks of completing training.

### 5. Achieve your QQI Certification!

You will receive your QQI certificate approximately 5 - 6 months after you have submitted and passed your assessment work.



## 3 Ways to Get Started

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### Talk to Us

You can reach us by phone on Freephone 1800 910 810, or 01 861 0700 (mon - thurs, 9.00am - 5.30pm, fri, 9.00am - 5.00pm).

We will be happy to answer any questions, advise on the best option for your team leader training, or book a place for you on an upcoming course date.

**Freephone 1800 910 810**



### Reserve a Virtual Place

Using the button below, you can view and select upcoming dates to reserve your provisional place on an upcoming team leader course.

We will get in touch with course details, to answer any questions you may have, and to confirm your place.

**Reserve a Place**



### Get a Quote

Click the button below to request a tailored quotation for your in-company, Team Leader training.

We will be in touch with a detailed quotation fitting your team's requirements.

**Get a Quote**

# About Us

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## Professional Development - 34 Years of Innovation and Excellence

We believe that the key to a thriving and rewarding career is continuous professional development.

For over 34 years, Professional Development has led the way in providing practical, innovative courses leading to relevant and respected certifications.

We specialise in delivering training for core business skills including project management, agile, scrum, lean six sigma, management, communications, sales, it service management, and training design and delivery skills.

Our courses are designed to expand your skills, & enhance your career potential



### Our Courses

Our courses are a balanced blend of both theoretical learning and practical application. This focused learning environment optimises the impact of training.



### Our Clients

We provide training for Ireland's leading brands, working with companies of all sizes in every industry. We also provide training for non-corporate organisations.



### Our Team

Our trainers are chosen for their engaging manner and expertise in a chosen field. They bring a wealth of experience to each programme they deliver.



### Our Certifications

In many sectors, international certification is now essential. We provide many options for globally recognised certification in each subject area.

## Stay Connected

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# Contact Us

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