

TEAM LEADER TRAINING



Training and Instructional
Design Academy of South Africa

Course information

Generic course information

The structure of the course is as follows:

WELCOME -YOU ARE A TEAM LEADER!

The role of a team leader in an organisation

The responsibilities of a team leader

The concepts of authority, responsibility and accountability

Teamwork

MODULE 1: THE TASKS OF THE TEAM LEADER

Unit 1: Planning

Unit 2: Organising

Unit 3: Leading

Unit 4: Controlling

MODULE 2: THE ROLES OF THE TEAM LEADER

Unit 1: Decision Making and Problem

Unit 2: Motivation

Unit 3: Negotiation

Unit 4: Dealing with Diversity

Unit 5: Managing Conflict

Unit 6: Communication

Training programme

The training takes place over four consecutive days. The training includes videos and activities that help reinforce the concepts covered in the training programme and allow the learner to practise the skills and knowledge gained in work-related role plays and group discussions.

The training material and training programme will be customised to include relevant examples and case studies taken from the learners' particular work environment.

Assessment

Should assessment be required, this will be discussed with the client. The process is as follows: during the two weeks after the training the learners will need to complete a portfolio of evidence, in which they show how they apply the principles they have learnt in the training course to their daily tasks and functions. A final written assessment is also conducted.

For more information or to book your place contact Helga van Wyk on 012 682 8500 or email info@tidasa.co.za.