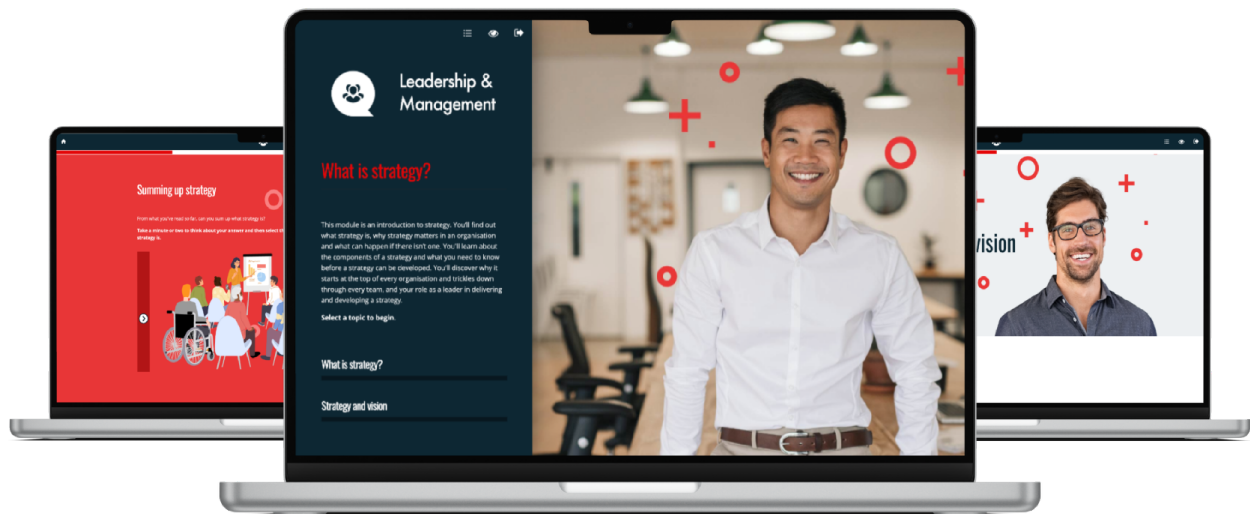




Leadership & Management



The Leading a Great Team Collection

Your leaders should inspire their teams to do their best work, this makes leading a team an important part of any leadership role. Promoting personal development, performance reviews and the role that your managers' play in helping to plan and manage an individual's professional progression is all part of the role. This collection provides a mixture of lesson types from video content, micro lessons and traditional gamified learning to create an engaging and meaningful experience.

Lessons in this collection include:

- Change – Your Role as a Leader
- Creating a Team Vision
- Delegation
- Developing and Leading Teams to Achieve Goals
- Difficult Conversations
- Feedback
- Feedback Video
- Managing Conflict in a Team
- Reviewing Performance
- Supporting the Teams Wellbeing
- Team Types and Your Role as a Leader
- Training and Development
- Using Teamwork to Boost Performance

Lesson Overview

Change – Your Role as a Leader

In this lesson, you will explore your role in supporting the team through organisational change, and how to do this in ways that work for every member of your team.

Learning Outcomes for this lesson include being able to:

- Use the change curve to understand people's responses to change.
- Consider ways to support your team and the individuals within it through each stage of change.
- Understand the key traits needed to lead for change.
- Discover the three Cs – communicate, collaborate, commit – and how these can be used to support the team through change.

Duration: **20 Minutes** | Accreditation: **CPD** | Assessment: **Yes**

Creating a Team Vision

In this lesson, you will find out how to develop a vision that sets a clear direction for the team, and the benefits it brings to the wider business. It's so important for every team to have a sense of purpose and a vision for what they stand for, what they want to be known for and what they want to achieve. We will explore what a team vision should include and how your team can build it together.

Learning Outcomes for this lesson include:

- Understanding how team visions sit alongside the wider organisation's vision, mission and objectives.

- Being able to describe the components of a vision.
- Understanding the benefits of developing a vision in conjunction with your team.
- Being given a step-by-step guide to develop a vision alongside your team.

Duration: **20 Minutes** | Accreditation: **CPD** | Assessment: **Yes**

Delegation

There's more to delegation than assigning tasks to others. Never give someone else a task you wouldn't be willing to complete yourself. In this lesson, we will find out about the when, who, how and what of delegation so you can use it to benefit the individual, team and organisation. We will look at how you can improve the team's performance and development through successfully delegating tasks that empower and stretch them to even greater things.

Learning Outcomes for this lesson include:

- Understanding what delegation can achieve.
- Exploring how delegation and leadership style are linked and understanding your personal 'watch outs' when delegating.
- Discovery of the levels of delegation and the leader's role throughout each.
- Being given a model to use when delegating.

Duration: **20 Minutes** | Accreditation: **CPD** | Assessment: **No**

Developing and Leading Teams to Achieve Goals

The aim of this module is to enhance your ability in developing and leading teams to achieve organisational goals. You'll look at goals and objectives from both an organisational perspective and that of a manager.

Duration: **45 Minutes** | Accreditation: **CPD** | Assessment: **No**

Difficult Conversations

In this lesson, you will explore how leaders and their teams can approach difficult conversations with each other in a constructive way. Every leader will at some point need to have a meeting with a colleague or team member that feels uncomfortable, awkward, problematic or tricky. Typically, we label these as difficult conversations. Knowing how to handle the conversation and ourselves is a key skill that every leader should have.

Learning Outcomes for this lesson include:

- Understanding what can make conversations difficult and your role in making them constructive and helpful for everyone.
- Recognising the importance of great communication skills in difficult conversations.
- Discovering the importance of preparation ahead of a difficult conversation.
- Being given a framework to keep conversations on point, positive and productive.
- Identifying when a difficult conversation may need to progress from an informal to formal process

Duration: **20 Minutes** | Accreditation: **CPD** | Assessment: **No**

Feedback

In this lesson, we have got everything you, as a leader, need to know about how to use and give great feedback that will benefit the individual, the team and the standard of the team's outputs. 'Can I give you some feedback?' 'I'd like to give you some feedback' 'Can you ask the team to collect some feedback?'

These phrases, or ones like them, are familiar to most of us in the workplace and they are not always welcome! Feedback is a word that can make people feel worried or defensive and in the wrong hands, can be unsolicited and confidence sapping. Yet in the right hands, it's such a powerful tool for organisations and individuals helping both grow and develop.

Learning Outcomes for this lesson include:

- Understanding what feedback is and why it's an effective tool in helping individual's and organisation's growth.
- Identifying why feedback needs to be part of the team's culture, not a task for the leader to undertake.
- Being given a set of 'golden rules' for feedback to use and seeing examples of these in practice.

Duration: **20 Minutes** | Accreditation: **CPD** | Assessment: **Yes**

Feedback Video

They say feedback is a gift. How you give it is just as impactful as what you have to say. In this video, you'll explore how great leaders help their people grow with effective feedback. This Feedback & Rewind video shows you what impact your feedback has on the person receiving it.

This effective rewind and review video shows the lasting impact the feedback you give can have. It allows you to step back, to take a look at the situation and evaluate the most effective way to approach feedback in all instances, not just when you're asked for it.

Duration: **6 Minutes** | Accreditation: **CPD** | Assessment: **No** | Microlearning: **Yes**

Managing Conflict in a Team

In this lesson, we guide you through how to manage conflict in your team, from spotting the signs through to managing conflict situations and cover the skills required at each stage.

Learning Outcomes for this lesson include:

- Being able to categorise positive and negative conflict and explore the impact of each on the team, its reputation and outputs.
- Exploring how to make sure the team culture minimises negative conflict.
- Recognising the traits and behaviours leaders need to deal with conflict.
- Being prepared with different approaches to dealing with conflict.

Duration: **20 Minutes** | Accreditation: **CPD** | Assessment: **Yes**

Reviewing Performance

In this lesson, we have everything leaders need to know about performance and performance appraisals and how to make them work for the benefit of the individual as well as the wider team and business. Every organisation has methods of supporting and developing the business and the

individual through reviewing each person's performance. The annual performance appraisal is the culmination of this support and this lesson gives you ideas and methods for making them work for everyone.

Learning Outcomes for this lesson include:

- Understanding the various terms used for reviewing performance and how they link to continuing professional development and performance management.
- Understanding the benefits of reviews (appraisals) to the individual and the wider organisation.
- Understanding the importance of making the performance review cycle part of the team culture.
- Learning about the value of preparation in the performance review cycle and being given a checklist of items to consider before conducting the meeting.
- Being given a framework (or agenda) for performance appraisal conversations.

Duration: **20 Minutes** | Accreditation: **CPD** | Assessment: **Yes**

Supporting the Teams Wellbeing

Workplace wellness is more important than ever before. Here leaders will discover how to promote the wellbeing of their team as well as their own. Looking after every employee's wellbeing makes good sense for any organisation, and as a leader, you will play a huge part in supporting your team in feeling good about their day-to-day work. In this lesson, you will explore what employee wellbeing is, why it matters and what you can do every day to create a wellbeing culture in the team.

Learning Outcomes for this lesson include:

- Discovering what your role in looking after your team's wellbeing is.

- Understanding why wellbeing matters, and its impact on team productivity and reputation.
- Identifying which skills will help you to support the wellbeing of your team.
- Recognising the warning signs of conflict, stress or workload pressure.
- A list of practical tips to support your team's wellbeing day-to-day.
- Identifying ways you can care for your own wellbeing too.

Duration: **20 Minutes** | Accreditation: **CPD** | Assessment: **No**

Team Types and Your Role as a Leader

In this lesson, you will explore the different types of teams and understand your role in whichever type of team you lead. As a leader of a team, your role is to bring individuals together, inspire and support them, making sure that they function well alone and as a unit. Having an understanding of how teams form and function will help you develop and adapt your behaviours accordingly.

Learning Outcomes for this lesson include:

- Being able to define what team means.
- Understanding the various types of team, their differences and benefits.
- Discovering the traits and behaviours leaders need.
- Considering how you may need to adapt when leading different teams.

Duration: **15 Minutes** | Accreditation: **CPD** | Assessment: **No**

Training and Development

As a leader, you're responsible for ensuring your team members not only have the resources to perform to the best of their ability, but also to make sure they gain new skills too. In this lesson, we will give you a structure for identifying training needs, an overview of the main types of learning opportunities and how you can use them to help your team deliver their roles to the best of their abilities, now and in the future.

You're in a great position to identify what training your team members need, then either work alone or ask HR for help to find the right training for the right people at the right time.

Learning Outcomes for this lesson include:

- Being confident in recognising the options available to you to continuously develop your team.

Duration: **20 Minutes** | Accreditation: **CPD** | Assessment: **No**

Using Teamwork to Boost Performance

In this lesson, we will help you explore the power of strong teamwork to get more done, more quickly and to a higher standard.

Learning Outcomes for this lesson include:

- Knowing how and why teamwork is crucial to boost business success.
- Understanding the leader's role in focusing the team on success.
- Discovering ideas and strategies to build joint accountability for the team's workload and outputs.

Duration: **20 Minutes** | Accreditation: **CPD** | Assessment: **No**

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