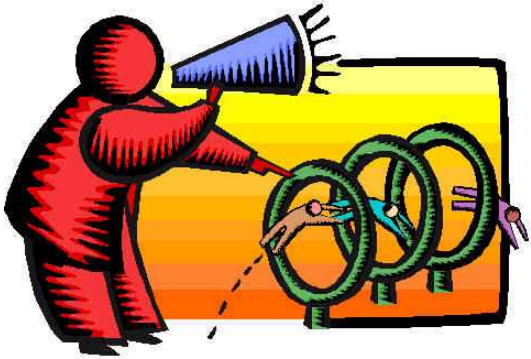


## Team Leadership

*Many teams fail to execute because their leaders don't understand teamwork.*



Investing in the development of leaders is the best one an organization can make. Leaders fulfill key responsibilities that could spell the difference between success and failure. It is therefore critical that they are equipped with the right set of knowledge, skills, attitudes and habits (K.A.S.H.) to carry out the responsibility of mapping the organization's future, developing strategies to get the organization there and actually making it happen. These are seldom done through sheer leadership talents. Leaders whether they are called team leads, supervisors or managers need to acquire these K.A.S.H.

through an appropriate training interventions and their deliberate effort to enrich their cache of leadership and management tools through continuing personal development.

The **Team Leadership Workshop (2 days)** is designed for team leaders and other participants (whether supervisors or managers ) to appreciate not only their roles as leaders but more so the dynamics of teams and what they need to do to encourage teamwork. The workshop also contain tools for coaching that they can use to capitalize on the strengths of their team members and work on their areas for improvement. The program also covers leadership styles and covers situational leadership lengthily.

Both programs utilize learning games, role plays and case studies for deeper impact. At the end of each session, the participants will be asked to commit to a forward agenda to put learning to action. The facilitator will gather inputs from the workshop and submit a post workshop report that management can use to support the ongoing development of its leaders.

### Objectives

- Define their roles and responsibilities as Team Leaders
- Evaluate their own preferred leadership style and learn how to modify it across a range of everyday work situations
- Identify with the knowledge, skills and appropriate behaviors required for effective leadership
- Describe the causes of motivation and how to develop it within a team
- Practice effective communication at team and individual level
- Use Coaching tools to improve team performance

## Course Content

Process Objectives	Activities	Time
Know the course organization and apply house rules	<b>Introduction</b> Opening Remarks House Rules Leveling of Expectations Ice Breaker	8:00 to 9:00
Shift Mindset from worker to leader	<b>Module 1: Transitioning to a Leadership Role</b> From Doer to Leader From Boss to Leader Key Responsibilities of the leader To the Team To the Individual Members To the Organization Key Leadership Competencies and Qualities Overcoming Roadblocks to effective Leadership	9:00 to 2:00
Describe the process in building teamwork	<b>Module 2: Understanding How Teams Work</b> Understanding What a Team is 5 Stages of Team Development and the needs that come with each Overcoming the five dysfunctions of a team Building Blocks of Team Effectiveness	2:00 to 4:00 PM
Apply appropriate leadership styles and tactics on specific situations	<b>Module 3: Leadership styles and Tactics</b> The Leadership Grid Situational Leadership Motivating to inspire action	4:00 to 5:00
Use communication as an important leadership tool	<b>Module 4: Communicating with your Team</b> Basic Principles of Communication The Communication Process The Leader as a Listener Communicating to deal with Conflicts in Teams	8:00 to 10:00

Process Objectives	Activities	Time
Use Coaching techniques to improve performance	<b>Module 5: Coaching to Improve Performance</b> Characteristics of Successful Coaches Two Types of Coaching Coaching Requirements Required Coaching Skills Coaching Pitfalls to avoid Planning Your Coaching Activity The GROW Model	10:15 to 2:00
Align Leadership actions with organization's visions and values	<b>Module 6: Aligning Leadership Actions</b> Personal and Organization Vision <ul style="list-style-type: none"> <li>• Envisioning a strong team</li> <li>• Aligning work values</li> </ul>	2:00 to 4:00
Create plan to apply learning to work	Forward Agenda	4:00 to 5:00
	Closing	5:00

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## *The Facilitator*



**Edwin C. Ebreo** is the President of exeQserve, Corp. and HR Manager of CheQ Systems. He is also an Organization and Human Resource Development Consultant for a number of companies, a career advisor, a Toastmaster and a consummate blogger (<http://anythinghr.blogspot.com>) . He used to serve as Human Resource Director for Athena E-Services, a BPO company. He once served as Human Resource Manager for three sister companies, Ingenium Technology Inc., PETNET Inc., and A.V. Ocampo Group, where he was responsible for the development and implementation of company-wide HR and OD plans. Ed's experience in managing the human resources department of companies that engage in I.T. Business Process Outsourcing, Retail, Financial Services and Insurance gave him an in-

depth experience in dealing with various types of organizational situations.

Edwin took up A.B. Mass Communication at New Era University; He has been conducting various Training and teambuilding workshops for the last 14 Years. Edwin has designed and facilitated in-company and public seminars on such topics as but not limited to:

- Trainers Training,
- Coaching,
- Customer Service,
- Creative Selling Techniques,
- Effective Communication
- Leadership
- Performance Management
- Basic Supervisory Course
- Dynamic Presentation Skills
- Teambuilding
- Work Values Orientation
- Visioning Exercise
- Creativity
- Time Management
- Change Management



## ENROLLMENT FORM

### Team Leadership Workshop

April 15 and 16, 2010

8:00 to 5:00 P.M.

Venue: TBA

### FEES

Regular Enrollment Php 6,720.00 / pax

### FEES INCLUSION:

- ⊙ Certificate of Completion
- ⊙ Basic Training Toolkit
- ⊙ Meals

### PAYMENT DETAILS:

Full payment of the enrollment fees on Day 1. Please make checks payable to ExeQserve, Corporation

### PARTICIPANT DETAILS:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Complete Participant/s Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No: \_\_\_\_\_ Fax. No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

Please email this form to [ecebreo@exeqserve.com](mailto:ecebreo@exeqserve.com) or fax to 8933199 loc 103

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