

Managing Teams

Managing a team can be one of the most challenging, yet rewarding, experiences you will have in the workplace. Finding the balance between directing and supporting is always one of the most difficult functions of the manager. Teamwork is unsuccessful if the leader is continually putting forth ideas before anyone else on the team. Many times, a team leader will need to sit back and listen or allow others to control the process of decision making in order for the team to feel that they are empowered and trusted to accomplish their goals. A good team manager will ORGANIZE, COACH, and EXECUTE.

Successful completion of this course will increase your knowledge and ability to:

- Determine the fundamentals for establishing a team
- Develop a team charter and project plan
- Clarify team roles and personality types
- Define leadership responsibilities and functions
- Understand how to lead through coaching
- Facilitate team meetings effectively
- Make decision-making beneficial
- Handle conflict appropriately
- Understand and deal with communication issues
- Troubleshoot problem situations on the team
- Measure a team's success
- Reward team accomplishments

The leadership objective is, finally, how to measure a team's success and reward team accomplishments, using informal and formal instruments to do so

