



# NewGrange

TRAINING & SERVICES LTD

*Better People, Better Business®*

## Training for Team Working

**This course provides delegates with the knowledge and skills for being an effective team leader and team member.**

**It is designed to develop process staff and team leaders. The course is very interactive and includes a number of delegate exercises designed to develop team working skills.**

### **Who should attend?**

Team Leaders, Managers and Supervisors, and staff newly promoted to a leadership position.

<b>Course Location:</b>	On-Site at your premises
<b>Course Duration:</b>	2 Full Days, 9.30am - 4.30pm (dates to suit you)
<b>No. of Delegates:</b>	12 delegates max

### **Benefits to your organisation**

- ✓ Promotes effective team working
- ✓ Supports the process of continuous business improvement
- ✓ Encourages people to recognise and make use of their skills and knowledge

### **Course Programme**

#### **Day 1**

- Organisation Structures
- Benefits of Team Working
- Team Roles
- Team Building
- Leadership

#### **Day 2**

- Motivation
- Communication
- Effective Team Meetings
- Decision Making
- Managing Conflict

### **Delegates Receive:**

Certificate of Training  
Course Notes  
Course Materials

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