



PROJACS ACADEMY
by @egis



Certificate in Team Leader – Certified Program

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Cairo / Egypt

Introduction

Inspirational Team building and leading teams are indispensable as ever to the success of the 21st century organization. Together they create the highest levels of employee engagement, commitment and results. Changing environments compels workers to cope with work necessities. Trainees will explore those emerging trends firsthand. They will also get the opportunity to acquire and leverage the latest skills, competencies and techniques in Team working.

Objectives

By the end of the program, participants should be able to:

- Promote trust and rapport by exploring team player styles.
- Build an effective and empowered team.
- Examine the work practices of high performing teams.
- Gain new insights into creating a motivating team environment.
- Create a motivating team environment.
- Implement strategies for improving team relationships.
- Develop strategies for implementing changes within a team.
- Recognize types of virtual teams.
- List critical success factors of a virtual team.

Who Should Attend?

Managers, supervisors, and team leaders who are responsible for building and maintaining effective teams in the work environment.

Course Outline

Day One

The Team Leadership Challenge

- Growing Popularity of Teams in Organizations
- 21st Century Team Definition
- Skills of Effective Team Leaders
- Characteristics of Effective Team Leaders
- Developing Leadership Skills
- Leadership Styles: Self Analysis
- Techniques for Increasing Team Effectiveness

Day Two

Building a High-Performance Team

- Recipe for Successful Teams
- From Involvement to Empowerment
- Types of Effective Teams
- Stages of Team Growth
- Understanding Roles and Responsibilities of a Team
- Exploring High Performance Teams

Inspiring Teams to Better Performance

- Identifying Team Member's Roles
- Aligning Individual and Team Motivators
- The Motivation Mix
- Creating a Supportive Environment
- Energizing Your Team

Day Three

Sustainable Strategies for Improving Team Relationships

- Identifying Effective Team Communication
- Planning Team Communication Lines
- Using Different Communication Methods
- Enhancing Teamwork
- Managing Team Conflicts
- Team Problem-Solving
- Phases of Team Problem-Solving
- Tools for Making Effective Team Decisions

Day Four

The Team Leader's Role in Managing Change

- Key Factors in Successful Change
- The Four Room Apartment Strategy
- Helping the Team Move through the Stages of Change
- Handling Reactions to Change
- Strategies for Dealing with Change

Day Five

Managing Virtual Teams

- Definition of Virtual Teams
- Need for Virtual Teams
- Types of Virtual Teams
- Benefits and Challenges of a Virtual Team
- Critical Success Factors of a Virtual Team
- Coaching the team leader

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a 7" Tablet containing a copy of the presentation, slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:

- | | |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am |
| • Coffee Break | 10.00-10.15 am |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break | 12.15-12.45 pm |
| • Technical Session | 12.45-02.30 pm |
| • Course Ends | 02.30 pm |

Course Fees*

- **3,200 USD**
**VAT is Excluded If Applicable*

المقدمة

مهمة بناء الفريق لا غنى عنها في أي وقت لنجاح المنظمة في القرن ٢١. لأنها تخلق أعلى مستويات مشاركة الموظفين والالتزام وتحسين نتائج العمل والاستفادة من أحدث المهارات والكفاءات والتقنيات في فريق العمل.

الاهداف

- تعزيز الثقة والألفة من خلال استكشاف أنماط الفريق.
- بناء فريق عمل فعال.
- فحص ممارسات العمل للفرق عالية الأداء.
- اكتساب رؤى جديدة في خلق بيئة محفزة لفرق العمل.
- خلق بيئة محفزة لفريق العمل.
- تنفيذ استراتيجيات لتحسين علاقات الفريق.
- وضع استراتيجيات لتنفيذ التغييرات داخل الفريق.
- التعرف على أنواع الفرق.
- وضع قائمة بعوامل النجاح الحاسمة للفرق الظاهرية.

الحضور

المدراء والمشرفين وقادة الفرق الذين يتحملون المسؤولية عن بناء وصيانة الفرق الفعالة في بيئة العمل.