

MANAGING TEAMS EFFECTIVELY

Duration: 3 days (21h)

Dates: available within two months

Price general public: EUR 1.725/pers. (no VAT)

Price in-house: on demand (4-12 pers.)

OVERVIEW

This training course covers the key issues that determine the robustness, agility, social cohesion and performance of a team. It explores the dynamics of team life at work. Over three days, participants study:

Team size and diversity: peer relations, small local teams, large and matrix/ collaboration teams, remote teams across international project.

Team management & methods: leading meetings by objectives and task control, while addressing challenges in the field.

Communication means and styles: digital communication, face-to-face interaction and public speaking.

Coordination: covering project teams in matrix structures, ad-hoc teams, teams under command, and self-managed teams.

LEARNING OBJECTIVES

- Mastering the recurring life cycles of teams.
- Selecting methods and tools for managing teams.
- Analyzing/preventing disruptive team risks.
- Managing human differences in the team.
- Leading the team with situational leadership styles.
- Building a united followership to support a strong leadership.
- Coaching young teams for their learning and self-driven evolution towards success.

AUDIENCE & PRE-REQUISITES

- **Pre-conditions:** none
- **Audience:** team managers; heads of departments; project managers; human resource officers; all members of professional and operational teams.



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PROGRAMME

- Definition of the team's purpose
- Selection of key performance figures
- Roles, responsibilities and accountabilities: the individual and the collective spheres
- The charter (visualisation, mission, policy)
- Management of individual and team schedules
- Selection of tools and methods for the team's social health
- Linear and iterative processes for teams in projects
- Communication for effective professional relationships
- Processes for continuous improvement (personal and organisational development)
- Techniques for team problem solving
- Types of conflicts in teams and methods of conflict resolution
- Multiculturalism/diversity in teams: balancing local autonomy and global standardization regarding work expectations

METHODS & EVALUATION

Rich and flexible training design: theoretical input, discussions, reflection and sharing of experience, role-plays and simulations, practical exercises.

Evaluation of training impact:

- Short-term impact: at the end of the training
- Long-term impact: 3 months after the training

Evaluation of acquired knowledge:

- Self-evaluation with a skills inventory
- Questionnaire at the end of the training

Certificate: EUROBOGEN certificate of participation

OTHER RELATED TRAINING

- Project Management
- Transversal Management
- Intercultural Management

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