Dave Jones Consultants

Captivating Practical Learning BIG Results!

MAKING THE TRANSITION FROM CO-WORKER TO TEAM LEAD

How to navigate your promotion into management!

Register

OVERVIEW

It is seldom easy to assume a position of authority over those who have previously been your colleagues and peers. This course will help you address the challenges and difficulties of making the transition from co-worker to boss. You'll learn tools and techniques to achieve a balance between your existing relationships with co-workers and the requirements of the new management role. The course is interactive and fun, making use of case studies and role play.

Learning Outcomes

- *Communicate your new management perspective*
- *Apply techniques for re-framing your relationships with co-workers*
- *Understand what your new team needs from you*
- *Decide what you need from your team*
- *Apply assertive communication skills to difficult situations*
- *Give regular feedback on performance*
- *Manage team meetings effectively*

Program Topics

How to Develop a Management Perspective

- *Moving from in-depth knowledge to understanding the overall organizational picture*
- *Representing senior management decisions and policy*
- *Getting the right balance between advocating for the team and advocating for senior management*

Communication Skills for Handling Changes in Relationships

- *Presenting yourself assertively as the new leader – without embarrassment or apology*
- *Setting boundaries without causing upset*
- *Modelling a professional and positive attitude*
- *Dealing assertively with office gossip*

Understanding What the Team Needs from You:

- *Identifying six important things your team needs from you*
- *Giving continuous feedback on performance to each team member and to the team as a whole*
- *Giving praise and recognition*
- *Giving constructive feedback*

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COURSE OUTLINE - CONTINUED

Deciding What You Need from the Team:
- *Moving from a need for friendship to a need for respect*
- *Applying techniques for building trust and respect*

Communicating Effectively Through Team Meetings:
- *Identifying the need to take control of team meetings right from the start*
- *Applying guidelines for running effective, well-managed team meetings*
- *Communicating your expectations to the team clearly*
- *Being clear about what you can and cannot do in your new role*
- *Rotating the chairing of team meetings without losing control*

AUDIENCE & GROUP SIZE

Who Should Attend?
Making The Transition From Co-Worker To Team Lead *is designed for new supervisors, team leads, and first-time managers making the move from individual contributor to leader.*

At Dave Jones Consultants, class sizes are kept small for a more in-depth learning experience customized for the participants. This instructor-led, in-person/remote course delivered by **Dave Jones** will ensure participants receive hands-on training with real-life applications.

COURSE MATERIALS

Each participant is provided a workbook with reference materials. Each participant also creates additional materials, personalized to his or her own workplace situation. The combination of these two elements creates a manual that is used throughout the year.

COURSE LENGTH

Making The Transition from Co-Worker To Team Lead is a 1-Day Course.