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

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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

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.

TRAINER AND FACILITATOR - DAVE JONES

This instructor-led, in-person/remote course delivered by Dave Jones will ensure participants receive hands-on training with real-life applications to advance your career.

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.