



Consulting and Training | Reach New Heights

Course Name

Team Management - Entry to Mid

Sector Name

Management And Leadership

Document Type

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Team Management - Entry to Mid

Course Introduction

Team management focuses on turning individual efforts into coordinated performance. While leadership provides direction and inspiration, effective team management ensures structure, clarity, accountability, and consistent delivery. At the entry to mid-level, managing a team means organizing work, monitoring performance, and maintaining healthy team dynamics.

Developed by **Boost**, this course is designed to equip participants with practical team management capabilities required to manage daily operations, coordinate team efforts, and address performance and behavior issues constructively. The program emphasizes systems, roles, and routines that enable teams to function effectively—without overlapping with leadership mindset or supervisory authority topics.

Boost's Team Management - Entry to Mid-course helps participants manage teams with clarity, consistency, and confidence.

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Target Audience

- ✓ Team leaders and coordinators
- ✓ Supervisors managing small teams
- ✓ Professionals responsible for team output
- ✓ Employees transitioning into team management roles
- ✓ Operational staff with people coordination responsibilities

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Learning Objectives

- ✓ Understanding the role of team management in achieving results
- ✓ Organize teamwork and responsibilities effectively
- ✓ Monitor and manage team performance consistently
- ✓ Address team challenges and performance gaps
- ✓ Improve collaboration and accountability within teams
- ✓ Apply structured team management practices in daily work

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Course Outline

✓ DAY 01

Foundations of Team Management

Module 1: Understanding Team Management

- ✓ The difference between managing a team and leading people
- ✓ Team management responsibilities
- ✓ Why teams fail without structure

Module 2: Defining Team Purpose and Roles

- ✓ Clarifying team objectives
- ✓ Defining roles and responsibilities
- ✓ Avoiding role confusion and overlap

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Course Outline

✓ Day 02

Organizing Work and Responsibilities

Module 3: Planning and Distributing Teamwork

- ✓ Breaking work into manageable tasks
- ✓ Assigning responsibilities fairly
- ✓ Balancing workload across the team

Module 4: Setting Expectations and Standards

- ✓ Defining quality and performance standards
- ✓ Communicating expectations clearly
- ✓ Monitoring adherence to standards

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Course Outline

✓ Day 03

Monitoring Team Performance

Module 5: Tracking Team Progress

- ✓ Monitoring task completion and timelines
- ✓ Identifying performance gaps early
- ✓ Using simple tracking methods

Module 6: Addressing Performance Issues

- ✓ Identifying root causes of underperformance
- ✓ Providing corrective guidance
- ✓ Escalation awareness and documentation

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Course Outline

✓ Day 04

Managing Team Interaction and Collaboration

Module 7: Improving Team Communication

- ✓ Information flow within the team
- ✓ Managing meetings and updates
- ✓ Preventing misunderstandings

Module 8: Handling Team Conflicts and Challenges

- ✓ Identifying sources of conflict
- ✓ Addressing issues constructively
- ✓ Maintaining professionalism within teams

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Course Outline

✓ Day 05

Strengthening Team Effectiveness

Module 9: Building Accountability and Ownership

- ✓ Encouraging responsibility for results
- ✓ Managing follow-up and commitments
- ✓ Reinforcing accountability culture

Module 10: Continuous Team Improvement

- ✓ Reviewing team performance regularly
- ✓ Identifying improvement opportunities
- ✓ Strengthening team management practices over time

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Feb. 1, 2027	Feb. 5, 2027	5 days	4250.00 \$	UAE , Dubai
June 7, 2027	June 11, 2027	5 days	2150.00 \$	Virtual , Online
Sept. 7, 2026	Sept. 11, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
Nov. 23, 2026	Nov. 27, 2026	5 days	5950.00 \$	switzerland , Geneva

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