

Course Name

Building and Sustaining Teams

Sector Name

Management And Leadership

Document Type

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Building and Sustaining Teams

Course Introduction

This course is designed with the aim of providing participants with the key and essential concepts and principles in building and sustaining teams.

This program will allow them to enhance their skills in building high-performing teams, engaging in self-reflection around their own preferences, evaluating current leadership strategies, problem-solving, and innovation skills to accomplish team objectives.

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Building and Sustaining Teams

Target Audience

- ✓ Managers and Team Leaders.
- ✓ Aspiring Leaders.
- ✓ Human Resources Professionals.
- ✓ Project Managers.
- ✓ Executives and Senior Leaders
- ✓ Entrepreneurs and Business Owners.
- ✓ Anyone Interested in Team Dynamics.

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Learning Objectives

- ✓ Discuss the various leadership roles in supporting high-performing teams
- ✓ Enumerate effective communication strategies to ensure trust building and team success.
- ✓ Select and apply leadership strategies for promoting productive team dynamics.
- ✓ Identify the steps a team can take to achieve high performance and prepare a plan for implementation.
- ✓ Use best practices for team alignment to maximize employee engagement.

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Course Outline

✓ **01 Day One**

Supervisor Thinking and Mindset

- ✓ What is the concept of supervision?
- ✓ Why do organizations need managers and supervisors?
- ✓ Organization Structure and Supervision.
- ✓ Supervisor's Responsibilities.
- ✓ Supervisor as Manager as Leader.
- ✓ Effective vs. Efficient Vs. Productivity.
- ✓ The Difference Between a Supervisor and a Manager

Moving from authoritarian models to employee empowerment

- ✓ The different management styles.
- ✓ A case study of a new manager practicing old-style methods.
- ✓ Shifting from the oldest to the new management model.
- ✓ Accountability and supervisory effectiveness.
- ✓ Distinction between responsibility, authority, and accountability.

Building and Sustaining Teams

Course Outline

✓ 02 Day Two

Building High-Performing Teams:

- ✓ Characteristics of High-Performing Teams.
- ✓ How to develop your High-performance team?
- ✓ Creating Alignment and Engagement.
- ✓ Cultivating Motivation and Engagement.
- ✓ Establishing Behavioral Norms and Team Processes
- ✓ Processes of High-Functioning Teams
- ✓ Obstacles to Team Performance
- ✓ Maximizing Virtual and Hybrid Teams

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Course Outline

✓ **03 Day Three**

Building effective relationships and teams in the workplace

- ✓ The power of a positive attitude in your team.
- ✓ Building rapport with the team - 'The Mirroring Technique.'
- ✓ The safety transition from being a friend to a boss position
- ✓ How to manage Experienced employees.
- ✓ The Trust/Relationship Model.
- ✓ How to overcome the habits that diminish trust.
- ✓ Behaviors that inspire and build trust.

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Course Outline

✓ 04 Day Four

Achieving results through planning and setting priorities:

- ✓ Goal Setting and benchmarking to achieve competitive targets.
- ✓ Set realistic goals and tables.
- ✓ Managing time effectively to increase productivity.
- ✓ Planning, prioritizing and scheduling work.
- ✓ Handling issues such as interruptions, accessibility & multiple deadlines.
- ✓ Setting up work systems that aid effective team performance.
- ✓ Clear guidelines for and measures of performance.
- ✓ Running productive meetings.
- ✓ Using a progress report to track schedule.
- ✓ System-imposed time wasters.

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Course Outline

✓ 05 Day Five

The Art of Empowerment:

- ✓ How to Motivate Employees with Constructive Criticism.
- ✓ Monitor group dynamics and define needs.
- ✓ Openness to receiving notes for effective facilitation.
- ✓ Delegate to empower, provide feedback, and develop listening skills.
- ✓ Overcoming obstacles to delegation through supervision.
- ✓ Managing conflicts on the team.
- ✓ Emotional intelligence and self-Management.

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
July 5, 2027	July 9, 2027	5 days	4250.00 \$	UAE , Dubai
April 5, 2027	April 9, 2027	5 days	5950.00 \$	USA , Los Angeles
July 19, 2027	July 23, 2027	5 days	4250.00 \$	UAE , Dubai
Nov. 29, 2026	Dec. 3, 2026	5 days	4250.00 \$	Qatar , Doha

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