



Team Leadership

Overview: Provide participants with the skills needed to effectively lead cross-functional teams. Session described is 8 hours.

Audience: Individuals who will lead projects or teams, including members of management, engineers and project managers.

Course Outline:

- Module 1 -Introduction to Leadership
 - Overview of leadership concepts
 - Power of vision (video)
 - Developing a personal vision
 - Communicating the vision
 - Performance to the vision
- Module 2 -Effective Goal Setting
 - Goal definition (parameters and guidelines)
 - Aligning team goals
 - Prioritization and goal setting
 - Developing the team work plan
 - Action Planning
- Module 3 -Running and Participating in Effective Team Meetings
 - Meetings Bloody Meetings (John Kleese video)
 - Meeting Stages
 - Meeting tools (agenda, minutes, balance sheet)
 - Communication guidelines
- Module 4 -Conflict Resolution Skills
 - Constructive vs. Destructive Conflict Resolution
 - Benefits of conflict resolution
 - Understanding conflict pre-conditions
 - Seeking to understand the conflict (fact vs. perception)
 - Finding Win-Win scenario
- Module 5 –Communication Skills
 - Myers Briggs Type Inventory (MBTI)
 - Personality type and impacts on communication
 - Constructive feedback
 - Communication styles (exercise to define style –either using Peak developed tool or Myers-Briggs Personality Inventory –note, slight additional cost to use MB tool)
- Module 6 -Team Cooperation
 - Beer game exercise (Developed by Sloane School of Management at MIT)
 - Concepts of inventory management, carrying cost and backlog
 - Role of communication, competition and definition of “the team” in achieving optimal results

Issuance of Final Exam