Professional Academy Diploma in Team Development for Success

About the Course

Elevate your leadership capabilities and empower your team for success with our Professional Academy Diploma in Team Development course. Regardless of your managerial role, professionals often find themselves in positions demanding effective team coordination and leadership. Whether it's a newly formed team embarking on fresh challenges or an established one requiring revitalisation, this course equips learners with invaluable skills to coordinate, inspire, and drive their team towards unparalleled success.

Throughout this dynamic ten module course, learners will master the art of cultivating open and transparent communication while navigating the complexities of contemporary work environments. With a focus on the importance of emotional intelligence, conflict management, and coaching skills, this course will guide learners through practical methods and proven approaches for fostering a positive team culture and enhancing team performance.

In an ever-evolving business landscape, the ability to adapt, innovate, and lead effectively is essential. Our course goes beyond the basics, delving into the intricacies of team dynamics and leadership attributes such as ethics, character, and knowledge. Whether you're a seasoned manager or an aspiring leader, this course is your gateway to understanding the essence of Team Development, equipping you with the unwavering confidence needed to lead and develop your team effectively.

Entry Requirements

This course is suited to all professionals who are responsible for or aiming to lead and develop teams within an organisation.

Learning Outcomes

By the end of this course, learners will be able to:

- Identify the team's goals, mission and objectives and implement a strategy to achieve them.
- Demonstrate a clear understanding of team dynamics and development, and leadership in a team context.
- Describe how Emotional Intelligence and Regulation impacts performance in a team environment.
- Demonstrate how to improve your influence with good communication; develop listening and questioning skills; handle difficult conversations and give feedback to inspire greater performance with engagement and buy-in.
- Identify and manage conflict, and promote the team's effectiveness through a coaching and mentoring mindset.

Course Structure

- **Live Online Part-time:** One evening per week; 6:30pm to 9:30pm for 10 weeks

  - Scheduled classes: 30 hours
  - Self-study: 30 hours
  - Assignments: 15 hours

Course Breakdown

Module	Overview	Topics/Area Covered
1. Introduction to Leadership and Leadership Styles	Module one introduces learners to the concept of Leadership – covering the role, skills and styles of the modern leader. Through an overview of Leadership & Management, learners will discuss the distinct differences between effectively leading and managing their teams.	• Course introduction • Definition of Leadership and the Leadership Grid • Collaborative leadership • Transitional leadership • Visionary leadership • Situational leadership • Authentic leadership • Servant leadership • Delegation and Acceptance • The manager as a leader
2. Leadership for the Team Leader	Understand the role of the team leader as facilitator, mediator & negotiator. Learners will explore how organisational culture influences team dynamics and delve into the complexities of leading virtual, hybrid, and distributed teams, equipping learners with strategies to navigate challenges in contemporary work environments.	• The Team Leader as a facilitator, mediator & negotiator. • Influencing team/organisational culture • Virtual, Hybrid and Distributed Teams • Leading Project Teams. • The ROCKET model – Practical advice for building High Performance Teams.
3. Leadership & Team Building	Discuss the various models of team development, including Tuckman, Lencioni, and Belbin, offering an in-depth analysis of their frameworks. Participants will explore the benefits of diversity and inclusion within teams, understanding how these factors contribute to enhanced creativity, problem-solving, and overall team performance.	• Team building process – Tuckman model • Team roles – Belbin • Teams Dysfunction – Lencioni • Diversity, Equity and Inclusion. • Collaboration – the key to success.
4. Communication in a Team Context	Participants will learn essential skills on how to be good communicators, fostering clear and productive dialogue. The module guides learners in developing an effective communication culture within their teams, emphasising strategies to promote openness, understanding, and collaboration among team members.	• Basics of effective Communication • Barriers to communications • Verbal & non-verbal communication • The art of questioning and listening • Having difficult conversations

5.	Coaching & Mentoring in Teams	Examine the benefits of a coaching mindset in a team leader. Learners will gain practical tools and skills, empowering them to guide and mentor team members, fostering a supportive and developmental team environment.	- The coaching cycle - Prerequisites for coaching & mentoring - Coaching for performance - The Leader's role in coaching
6.	Motivation, Actualisation & Engagement	Understand the intricacies of motivation and demotivation, while gaining insights into leveraging SMART goals to inspire motivation and foster self-actualisation within your team. Explore practical techniques for creating an environment where team members are motivated, empowered, and actively involved in achieving their goals.	- Principles of motivation - Motivation theories and their application - Motivation through goal setting - Guidelines for setting SMART goals - Self-actualisation in the team
7.	Develop & Manage Conflict	The final course module focuses on the fundamental understanding of conflict in a business context. Learners will explore essential knowledge and skills vital for navigating conflicts productively and constructively. This module equips learners with effective strategies to manage conflicts, fostering a productive and collaborative work environment.	- Understand the nature of conflict; constructive and destructive conflict - Identify conflict resolution styles. - Revisit communication, negotiation and emotional intelligence in managing conflict. - Learn techniques for addressing conflicts within teams and promoting a harmonious working environment. - Foster teamwork and collaboration skills to prevent and resolve conflicts.
8.	Emotional Intelligence & Regulation	Delve into the significance of Emotional Intelligence (EQ) and its crucial role in personal and professional success. Review a specific model of EQ and the framework to understand and assess emotional intelligence competencies. Gain practical insights and techniques to navigate complex emotions effectively, fostering positive relationships and effective communication in various situations.	- Principles - Emotional intelligence - Develop EQ – Self-awareness, Awareness of others, Emotional Reasoning and Self-Management. - Relationship development

9. Manage Meetings - Training and Development for Teams	Explore the importance of establishing a team charter and norms for efficient meetings. Participants will learn how to create effective training plans, ensuring seamless development and implementation processes for teams. Gain the essential skills required for structured team interactions and meaningful training experiences.	- Conduct effective meetings - Team Charter - Team Norms - Understand training and development in a team context. - Conduct a training needs analysis and develop a training plan. - Implement a training plan
10. Case Study	Put into practice what has been learnt to date in discussing and reporting on a team development case study.	- Consider a 'Team Development;' case study - Put into practice what has been learnt to date in discussing and reporting on a team development case study.

Course Assessment

Assessed Component	Weighting	Deadline
Reflective Learning Journal	40%	Final week of course
Written Assessment (approx. 3,000 words)	60%	2 weeks after course completion

The Action Learning Journal will demonstrate the continuity of reflection throughout the course, by completing a separate AL Log worksheet for each of the main topics (average 300 words per worksheet). The full set of worksheets will be combined into an Action Learning Log, which will be submitted at the end of the course for grading.

The Written Assignment should be written at the conclusion of the course, once all modules have been completed. The goal of the assignment is to apply the learner's knowledge of course concepts, models, tools and practices in their own business context to demonstrate course learning outcomes.