

COURSE DURATION

16 hours

COURSE SYNOPSIS

Managers may not have the necessary skills to apply a systematic approach to identify the current and future job skills for themselves and their team members

Managers will be equipped with knowledge, skills and abilities to identify and plan their professional development and that of their team members. In some ways, managers need to apply different coaching models to develop their team members professionally.

COURSE OBJECTIVES

On completion of the course, learners will be able to:

- Adopt appropriate strategies and methods to identify team leader's competencies
- Facilitate team leader's learning opportunities to enhance performance
- Apply effective coaching strategies to enhance team leader's performance
- Adopt appropriate methods to review and improve coaching outcomes

TARGET AUDIENCE

This training is relevant to managers from all levels and from any industrial sectors or businesses

ASSUMED SKILLS

- Learners must be able to read, write, speak and listen to English at secondary school level
- Learners to have minimum GCE 'O' level or ITE certificate education
- Learner should have at least 1 year's working experience in any industry

TRAINING METHODOLOGIES

Lectures, group discussions, case studies, skills practice and self-reflection.

COURSE CONTENT**Learning Unit 1: Know Your Team's Capability**

- Roles and responsibilities of a department manager
- Methods and tools to identify skills requirement of your team
- Relevant and professional codes of practices pertaining to your industry
- Impact of organisational strategies and business plans on team's competency and requirements

Learning Unit 2: Enhance Team Leader's Performance

- Line manager roles and accountabilities for implementing talent management processes
- Models, methods and tools for identifying, assessing and managing talent
- Develop facilitation skills to lead and develop team plans and business strategies
- Capability development approaches for team leaders to identify areas for improvement

Learning Unit 3: Coach and Mentor Team Leaders

- Types of Coaching models and definition of coaching
- Types of Mentoring models and definition of mentoring
- Recognise and manage the emotional states of your coachee/mentee when interacting with them.
- Evaluate and assess effectiveness of coaching and mentoring