

DEVELOPING YOUR WORK TEAM

<i>Course Code(s)</i>	<i>Course Date(s)</i>
DWT	8 th November 2013

<i>Main Aim and Key Benefits:</i>	This course explores how teams differ from groups in the workplace and will enable delegates to identify the advantages/disadvantages of teams and the stages of team development. It will also cover the impact change can have on a team and explain a structured approach for carrying out a training needs analysis and provide solutions to meet the needs identified
<i>Course Content</i>	<ul style="list-style-type: none"> • Role, function and responsibilities of a team • Training Needs Analysis • Team Exercise • Personal action plan
<i>Training Methods:</i>	<ul style="list-style-type: none"> • Presentations • Group discussions and exercises
<i>Who will benefit from attending:</i>	Bursars, Assistant Bursars, Head of Department, Senior Supervisors, Team Leaders
<i>Duration:</i>	1 day
<i>Certification:</i>	OBT and Progressive Training
<i>Fee (excl VAT):</i>	£167.50
<i>Training Provider:</i>	Progressive Training