



Team Leader Development Program

PROGRAM OVERVIEW:

The IGNITE Team Leader Development Program at People Tank is designed to equip aspiring and current team leaders with the skills and knowledge necessary to excel in their roles. This comprehensive program focuses on developing leadership capabilities, enhancing team performance, and fostering a positive organisational culture. The program is structured to be human-centred, practical, and adaptable to the diverse needs of corporate, government, and local government clients.

PROGRAM OUTCOMES:

- Enhanced Leadership Skills: Equip team leaders with the tools and confidence to lead effectively.
- Improved Team Performance: Foster a culture of high performance and collaboration within teams.
- Personal Growth: Support the personal and professional development of team leaders.
- Organisational Impact: Contribute to the overall success and wellbeing of the organisation through effective team leadership.

PROGRAM DURATION: 12 weeks (part-time)

DELIVERY METHOD:

Hybrid (combination of face-to-face workshops, online learning, and on-the-job application).

PROGRAM STRUCTURE:

Module 1:

Introduction to Leadership

- Understanding the role of a Team Leader
- Key leadership theories and styles
- Self-assessment and personal leadership development

Module 2:

Effective Communication

- Verbal and non-verbal communication skills
- Active listening techniques
- Giving and receiving feedback
- Facilitating effective team meetings



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Module 3:

Team Dynamics and Performance

- Building and maintaining high-performing teams
- Understanding team roles and dynamics
- Conflict resolution and management
- Motivating and engaging team members

Module 5:

Decision Making and Problem Solving

- Critical thinking and analytical skills
- Decision-making models and tools
- Problem-solving techniques
- Risk assessment and management

Module 7:

Time Management and Productivity

- Prioritisation and delegation
- Time management techniques
- Setting and achieving goals
- Enhancing personal and team productivity

Module 9:

Diversity and Inclusion

- Understanding diversity in the workplace
- Creating an inclusive team environment
- Addressing unconscious bias
- Promoting equity and respect within the team

Module 4:

Emotional Intelligence

- Understanding emotional intelligence (EQ)
- Developing self-awareness and self-regulation
- Empathy and social skills in leadership
- Applying EQ in team leadership

Module 6:

Change Management

- Understanding change and its impact
- Leading and managing change within a team
- Communicating change effectively
- Supporting team members through transitions

Module 8:

Performance Management

- Setting clear expectations and goals
- Conducting performance reviews
- Coaching and mentoring team members
- Addressing performance issues constructively

Module 10:

Wellbeing and Resilience

- Promoting team wellbeing and mental health
- Building resilience in oneself and others
- Stress management techniques
- Work-life balance strategies



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PROGRAM ACTIVITIES:

Workshops

- Interactive sessions led by experienced facilitators focusing on practical application and group discussions.

Peer Learning Groups

- Small group activities to encourage knowledge sharing and collaborative problem-solving.

Mentoring and Coaching

- One-on-one sessions with experienced leaders for personalised guidance and support.

Online Modules

- Self-paced e-learning modules covering theoretical concepts and case studies.

On-the-Job Projects

- Practical assignments that allow participants to apply their learning in real-world scenarios.

EVALUATION AND FEEDBACK:

Self-Assessments

- Regular self-assessment activities to reflect on personal growth and identify areas for improvement.

Practical Assignments

- Assessment of on-the-job projects to evaluate the application of learned skills.

Peer Feedback

- Structured feedback sessions with peers to gain diverse perspectives on performance.

Final Presentation

- A capstone presentation showcasing a project or initiative led by the participant, demonstrating their leadership capabilities.

