



Lead Your Team

NDA TRAINING TASMANIA

RTO Provider : 60034

Course Cost - \$395

Duration – 1 Day

Locations

- Hobart
- Launceston
- Ulverstone

Course Dates

Course dates can be found on the training calendar on the NDA website. If you can't find a suitable date, email: bookings@nda.com.au

Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA premises.

Please contact us for further information and to be provided with a quote.

More Information

Phone: 03 6334 4910

Email: bookings@nda.com.au

Web: www.nda.com.au

BOOK

ENQUIRE

WEBSITE

Unit Code/s*:

BSBXTW401 - Lead and facilitate a team (with post course work)

Course Objectives

In this This course defines skills, knowledge and outcomes required to lead and manage effective workplace relationships. It includes motivating, mentoring, coaching and developing the team. It also includes establishing and managing processes and procedures to support workplace relationships taking into account the organisation's values, goals and cultural diversity.e, you will etc.

Learning Outcomes

Plan Team Outcomes

- Types of teams
- Stages of team development
- Team Goals and Objectives
- Setting goals
- Planning to meet objectives
- Performance plans
- Develop work plans
- Performance indicators
- Contingency Planning

Coordinate Team and Individuals

- Effective Communication
- Job position descriptions
- Induction
- Meetings
- Information updates
- Performance reporting
- Allocate tasks
- Respectful communication and collaboration
- Diversity and team effectiveness
- Effective Teams
- Understanding Communication Barriers
- An overview of common barriers
- Opportunities for cross collaboration
- Delegation

Support Team

- Team culture
- Coaching
- Mentoring
- Common team goals
- Being an inspirational role model
- Problem Solving
- Formal versus informal processes
- Problem solving skills
- Dealing with Conflict
- Conflict resolution process
- Six-step problem-solving process

Monitor Team Performance

- Team member performance
- Understanding Work Plans
- Methods for Measuring Performance
- Linking Measurement to Work Plans
- Using Measurement Results
- Performance feedback
- Encourage, Value and Reward Contributions
- Celebrating accomplishments
- Learning and development opportunities
- Action plans

Optional Assessment - \$195 per unit

This course is part of a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency aligned to the training course.

Exercises and activities completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.