

SLE TRAINING. Teamwork, Team Management and Leadership

Trainers: Ms Iris Paulus, Ms Anna Niesing

Preliminary course programme

Duration: May 22-26, 2023

Central European Summer Time (local Berlin time)



Time	Monday, 22.05.2023	Tuesday, 23.05.2023	Wednesday, 24.05.2023	Thursday, 25.05.2023	Friday, 26.05.2023
9.00 am - 10.30 am	Registration (8.30 am) Welcome (9.00 am) Introduction to the training course - Presentation of trainers and participants, getting to know who is here - Learning Objectives	Working in teams I. - Setting team objectives - Role of team and hierarchy in setting objectives - Communication needs for setting objectives	Working in teams V. - Issues of planning in teams - Division of labour in teams	Feedback in and for teams - Feedback between team members - Feedback from the management	Transferring teamwork experiences to daily work - Effective team meetings - Working with virtual teams - Individual plans
Coffee break					
11.00 am - 12.30 pm	Basic concepts, principles and tools for teamwork - Concepts: group, team, roles, management, leadership - Basic rules for giving and receiving feedback	Working in teams II. - Methods to develop objectives in a team - Feedback on previous teamwork - Further tools for team feedback	Working in teams VI. - Working procedures in teams II – wrap up - Roles and tasks in teams – wrap up	Feedback in and for teams II Feedback from team to management	Final evaluation and closure - Evaluation - Certificates Good Bye! – Au revoir – Auf Wiedersehen!
Lunch break					
1.30 pm - 3.00 pm	Reasons for and challenges of teamwork - Importance of visualisation in teamwork - Biggest challenges for teamwork - Some words on course method	Working in teams III. Making team objectives measurable	Working in teams VII. Coordination between teams	Leadership role and leadership styles - Delegation management - Organising - Resolving conflicts - Team coaching	
Coffee break					
3.30 pm - 5.00 pm	Team working procedures - Defining working procedures in teams - Wrap-up and evaluation of the day	Working in teams IV. - Practical issues on making team objectives measurable - Feedback on previous teamwork - Communication and roles within teams - Wrap-up and evaluation of the day	Preparing Thursday morning coffee break and feedback sessions - Presentation of feedback mechanisms - Preparing the feedback sessions - Wrap-up and evaluation of the day	Team development - Phases of team development - Q&A - Methods - Wrap-up and evaluation of the day	

