



**PAUL
KAERGER**

Management
Solutions

Managing Teams

This is one of a number of bespoke training modules designed to improve the people management skills of your staff. These courses are designed to be interactive, fun and informative.

This is a one day workshop looking at the skills required to manage teams.

Learning Outcomes

The key learning points for this workshop will be:

- People have different ways of working
- Co-ordinating people and planning
- Providing direction and control

Approach

The workshop will be split as follows:

An introduction to people styles.

We start with a look at models such as Myers Biggs and Belbin to develop an understanding that managers encounter people with very different styles in the workplace. We look at what that means for the manager and the team as a whole. The attendees will be asked to fill in a mini self assessment and discuss the results and the relevance to managing people.

An exercise to encourage people to work together in a team.

Attendees will work in teams of four or five to build the tallest free-standing paper tower using a limited set of resources. They will be given time to define roles within the team, develop an approach and then to execute the plan. Once completed, there will be a review on the team management lessons.

See over

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The Art of Delegation

We look at the do's and don't's of delegation and undertake role-playing in pairs to familiarise the attendees with how to effectively set tasks to staff.

Allocating Resources

We look at identifying the team resources, identifying team strengths and weaknesses. We discuss various resource allocation approaches and discuss the pros and cons of each method.

An exercise on management and control.

The above "paper tower" exercise will be repeated with different roles with there being an additional constraint of there being a budget (various items will have a cost and there will be an overall budget to stay within). Again, there will be time to plan and time to review.

A review of learning points

Each workshop ends with a review of what has been learnt. In addition, I will ask attendees to discuss ways in which they can implement the lessons of the day into their work life and come up with three things they will do differently in their job.

End

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