

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 <ul style="list-style-type: none"> Presentation of trainers and participants, getting to know who is here Learning Objectives 	Working in teams I. <ul style="list-style-type: none"> Setting team objectives Role of team and hierarchy in setting objectives Communication needs for setting objectives 	Working in teams V. <ul style="list-style-type: none"> Issues of planning and coordination in and between teams Division of labour in teams 	Feedback in and for teams <ul style="list-style-type: none"> Feedback between team members Feedback from the management Feedback from team to management 	Transferring teamwork experiences to daily work <ul style="list-style-type: none"> Individual plans Arranging learning partnerships
Coffee break					
11.00 am - 12.30 pm	Basic concepts, principles and tools for teamwork <ul style="list-style-type: none"> Concepts: group, team, roles, management, leadership Basic rules for giving and receiving feedback 	Working in teams II. <ul style="list-style-type: none"> Methods to develop objectives in a team Feedback on previous teamwork 	Working in teams VI. <ul style="list-style-type: none"> Working procedures in teams II – wrap up Roles and tasks in teams – wrap up 	Leadership role and leadership styles I <ul style="list-style-type: none"> Leadership styles Organising teamwork Delegation management Resolving conflicts in a team 	Final evaluation and closure <ul style="list-style-type: none"> Evaluation Certificates <p>Good Bye! – Au revoir – Auf Wiedersehen!</p>
Lunch break					
1.30 pm - 3.00 pm	Reasons for and challenges of teamwork <ul style="list-style-type: none"> Importance of visualisation in teamwork Elements of good teamwork Some words on course method 	Working in teams III. <ul style="list-style-type: none"> Making team objectives measurable 	Working in teams VII. <ul style="list-style-type: none"> Improving defined working procedures Open questions on team processes 	Leadership role and leadership styles II <ul style="list-style-type: none"> Collegial consultation on leadership issues 	
Coffee break					
3.30 pm - 5.00 pm	Team working procedures <ul style="list-style-type: none"> Defining working procedures in teams Wrap-up and evaluation of the day 	Working in teams IV. <ul style="list-style-type: none"> Practical issues on making team objectives measurable. Feedback on previous teamwork Communication and roles within teams Wrap-up and evaluation of the day 	Feedback mechanisms <ul style="list-style-type: none"> Presentation of feedback mechanisms Preparing feedback sessions Wrap-up and evaluation of the day 	Team development and team coaching <ul style="list-style-type: none"> Phases of team development Team coaching Q&A Wrap-up and evaluation of the day 	

