



TEAM LEADER MASTERCLASS

A step by step guide to developing exceptional teams

A self-paced eLearning course for supervisors, managers and partners
in accounting and advisory firms | 8 Modules | 16 CPD Hours

What makes an exceptional team leader?

The nature of teamwork has rapidly evolved over the last 25 years. The decline of organisational hierarchy, and the rise of outsourced and remote work, have multiplied the challenges of building and leading teams.

Conventional wisdom often prescribed hard work and long hours as the answer to improving team productivity and performance. Many of today's team leaders who follow that formula quickly discover that long hours and tremendous effort isn't the answer.

Research makes it clear that team design and team leader habits are key to team performance and well-being. Exceptional team leaders put in place an architecture that focuses on both teamwork (how people work together) and task work (what they get done).

What's this course all about?

This eLearning course is designed to provide new and experienced team leaders with a framework to improving their leadership and coaching skills to achieve better results for their people, their team and the business in which they work.

Over 8 modules, we'll discuss some of the key challenges that today's team leaders in accounting and advisory firms are facing in successfully managing their people. Practical strategies will be identified.

The course will provide supervisors, managers and partners with a clear framework to develop their skills as effective team leaders.

All participants will develop a formal SMART plan of action focusing on personal and team actions to achieve their goals.

HOW EFFECTIVELY DO YOU DELEGATE RESPONSIBILITY WITHIN YOUR TEAM?

In today's public practice environment, it's critical that managers and leaders can delegate responsibility for workflow and client relationship management in an appropriate way. Without effective leverage, there's simply no time to focus on adding real value to clients.

It's relatively easy to provide directions and solutions to staff. However, it's a lot more difficult to give staff a clear sense of responsibility as well as the motivation to change behaviour. This is where structured leadership and coaching can deliver real benefits.

How effectively do your team members take on real responsibility? Do they look for solutions to issues themselves? Are they proactive and self-directed or do they rely too much on their managers for feedback and support?

WHAT'S THE COURSE ALL ABOUT?

This course provides both new and established team leaders in public practice with a clear understanding of the principles of effective coaching to deliver results.

The course highlights the core differences between coaching, mentoring and teaching roles and shows how a structured approach to coaching can deliver real behavioural change in individuals and teams.

We'll show how different behavioural and motivational styles have a real impact on the effectiveness of day-to-day coaching in professional practice.

Participants are encouraged to consider their own leadership style in relation to specific situations and challenges.

HOW DOES IT WORK?

This course consists of 8 modules with clear learning objectives. Content includes presentations, workbooks, support materials and assessment tasks. Most importantly, learners develop their own professional development pathway using our SMART action planning template

WHO'S IT FOR?

This course is suitable for supervisors, managers and partners who are keen to improve the way that they lead and manage their teams. Both new and experienced team leaders will benefit from the course.

For Registration details:

<https://cpdforaccountants.com.au/courses/team-leader>

COURSE CONTENT

This course consists of 8 modules:

1. What type of team leader do you want to be?

- a. Understand motivational styles and how they affect performance
- b. Identify your current approach and skills in relation to team leadership

2. 9 key steps to effective team coaching for leaders

- a. Review the key attributes of effective team coaches in business
- b. Identify simple coaching strategies to guide staff to achieve results

3. How to develop a strong team culture for results

- a. Explore the culture of your team in relation to leading performance
- b. Develop a plan to create a stronger, more positive culture in your team

4. Implement your team's training and PD plan

- a. Identify the personal and professional skills you require in your team
- b. Put in place a growth strategy that effectively engages team members

5. 21st Century approach to performance management

- a. Understand the influence of KPIs on the behaviour of individuals
- b. Develop an effective feedback process for professional development

6. Keys to working effectively with remote staff

- a. Establish guidelines for remote workers in professional firms
- b. Identify and address challenges in dealing with remote workers

7. How to delegate, leverage to create capacity

- a. Understand the key principles of effective delegation in teams
- b. Identify the steps that you and your team can take for greater leverage

8. Self-motivation and how to deal with burnout

- a. Understand what motivates you and the people around you
- b. Develop skills to improve resilience and deal with change at work

CPD – This course is worth 16 CPD hours

All modules are structured with specific learning objectives and assessment tasks. Learners are expected to demonstrate that they understand learning objectives and can apply concepts through completion of the assessment tasks.

A SMART action planning template is used to consolidate specific actions and to ensure that a timeframe for completion is established and followed. Regular review of progress is ensured through commitment to completing the course.

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OUR LEARNING PROCESS

Our self-paced eLearning courses follow a 4-step process in relation to learning objectives:



THE ELEARNING ACADEMY

- Learners can complete courses at a place that suits them, within and outside work hours
- Each learner will have a dedicated login to give them personal access to their course
- Module material includes online presentations, workbooks, PowerPoint Slides, templates, scripts and articles
- All modules also incorporate formal qualitative assessment tasks that encourage learners to develop practical actions demonstrating understanding of the concepts
- All assessment tasks are scored, with directed feedback to learners on their response
- As the learner progresses, they develop their personal SMART action list to drive change
- Managers are able to see at a glance how their staff are progressing
- All learners have access to course content for 12 months following their enrolment

FEEDBACK FROM PREVIOUS COURSE LEARNERS

“Fabulous course, very enlightening. It all seems just like common sense however going through each of the modules it really puts in place procedures that all interlink for the coaching experiences and approaches that should be used.”

“Great value in showing how I can give my team responsibility for their role. The 9 coaching questions are invaluable in encouraging my team to come up with solutions and implement them directly.”

“Team coaching is one of the most overlooked skills of a manager. This course showed me how I can work with my team members to get jobs completed and invoiced in a timely manner. It’s also great for team members to understand that they have responsibility for work delegated.”

“Undertaking this course has provided me with the opportunity to re-visit my goals and broadened my thought process to see where I need to be and what I need to do to achieve this. The materials provided in the course are very useful and practical and I will be using them to guide me to achieve my goals.”

For more course feedback, visit

<https://cpdforaccountants.com.au/course-feedback>

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