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Course information from ZandaX

Setting Up Your Team for High Performance

A premier High Performance Teams training course from ZandaX

Course duration: 3 hours 30 minutes of highly focused content (Revisit, review and revise as often as you want)

What you'll learn

- About the Course
 Summary of course objectives, and yours too
- ✓ What Makes a High Performance Team?
 ★ See what differentiates high achievers from the rest
- ✓ Why Teams Fail: Avoid the Traps
 - \star Understand the reason that teams fail and how to avoid it
- Team Planning and SWOT Analysis
 - ★ Learn how to set up a professional plan and use SWOT analysis
- ✓ Defining Roles and Responsibilities
 - ★ Define staff roles and responsibilities to create a solid base for success
- 🗸 Next Steps
 - ★ With the course now complete, where do you go from here?

What does our Setting Up For High Performance course cover?

Setting the Foundation for High Performance

This course is for existing and ambitious team leaders, line managers and staff supervisors who want to take their team - and themselves - to the next level.

You'll see how the foundation for high performance is built on firm principles that are easy to put into action, but all to often ignored.

With attractive screens, interactive content and -- most important of all -- content written by experts in doing the job, you'll get the skills you need to maximise your success as a staff supervisor or team leader.

This High Performance Teams skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's completely interactive and is full of practical knowledge and solutions.

Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better high performance teams skills?

Course requirements

This is a course is aimed at those already in a position involving leading and managing a team of people. We strongly recommend that you have the knowledge and/or training that covers the content of our two Team Leader courses: Fundamentals and People Skills.

Who's this course for?

Existing team leaders, line managers and staff supervisors who are looking for an interactive, practical course that will give them a solid and structured insight into how to set up their team for high performance.

Course content for Setting Up Your Team For High Performance

1 • <u></u> <u></u>	 1 - About the Course > What's in the Course? > Learning Objectives > Your Objectives
2 • _ *	 2 - What Makes a High Performance Team? > 10 Key Attributes of High-Performing Teams > Characteristics of Vital Team Players > Leading a High Performance Team > Maintaining a High Performance Team > Identifying and Addressing Low-Performing Team Members
3 • 🕻	 3 - Why Teams Fail: Avoid the Traps > People Problems > Poor Communication > Lack of Resources > Lack of Clear Objectives > Overload > Failings in Team Dynamics > Poor Process > Bad Management / Leadership
4 • أَقْ	 4 - Team Planning and SWOT Analysis > How Can Planning Help Me? > Your To-Do List > Eight Tips for an Effective Team Planning Meeting > Creating a Structured Plan > Progress and Maintenance Tasks > Using SWOT Analysis in a Team Environment
5 •	 5 - Defining Roles and Responsibilities » Problems When Roles and Responsibilities Aren't Defined » Five Effects of Clear Roles and Responsibilities » How to Fix Unclear Roles and Responsibilities
6 • Î	 6 - Next Steps » Where Do You Go From Here?

And There's a Great 53-page Workbook...

How about realizing your full potential?

The course comes with a great, results-focused downloadable workbook. The workbook features:

- Structured content with space for **your own notes**so you personalize your learning
- Apply the lessons in each module to your own situation and needs
- The **unique ZandaX Personal Action Plan** with four structured Follow Up Sessions for you to monitor and manage your ongoing development
- A final Review Session for you to see just how far you have come!

More about the ZandaX Setting Up Your Team For High Performance course

Set Your Team Up Ready for Success!

Learn how to set up your team for high performance

This fully interactive online workshop provides the skills, knowledge and rules for action that will enable anyone in charge of a team to create the foundation for higher performance.

You'll see what it takes to make a high performance team, and get a thorough insight into why teams fail, so you can avoid the same fate! You'll learn a robust planning process and how to use a SWOT analysis to help. And you'll benefit from a module on defining roles and responsibilities - and how to fix things when this isn't in place.

You'll learn and understand the methodology to set up your team for great results, the knowledge of which will last you for the rest of your career.

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject. You also get a comprehensive ZandaX workbook and Development Plan that you can use to reinforce your learning.

The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. This combination of videos and interactive content will enable you to get a thorough understanding of the subject.

View this course online

Visit our website at <u>www.zandax.com/courses/team-setting-up</u> to view the latest details, including related courses, prices and quantity discounts.



