GLOBAL Business Minds

HARNESS THE POWER OF KNOWLEDGE

Building High-Performing Teams: Essential HR Skills for Line Managers and Team Leaders

TRAIN

Introduction:
In today's dynamic business environment, line managers and team leaders play a crucial role in employee engagement, performance management, and building successful teams. This comprehensive 5-day training program, delivered by Global Business Minds, equips managers and team leaders with the essential HR skills to effectively lead, motivate, and develop their teams.
Learn to navigate key HR functions, foster a positive work environment, and contribute to a strong organizational culture.

Program Goals:
• Develop a comprehensive understanding of core HR functions relevant to line managers and team leaders
• Master effective communication and interpersonal skills to build strong relationships with team members
• Learn to conduct effective performance management conversations and implement performance improvement plans
• Develop coaching and mentoring skills to empower and develop team members
• Master effective methods for conflict resolution and address workplace issues constructively
• Learn to create a motivating work environment that fosters employee engagement and retention
• Develop strong recruitment and selection skills to identify and hire top talent
• Understand legal and regulatory frameworks relevant to managing employees
• Master time management and delegation skills to optimize team performance

Training Agenda:
Day 1: The Fundamentals of HR for Line Managers:
• Understanding core HR functions relevant to line managers and team leaders (recruitment, onboarding, performance management, employee relations)
• Exploring legal and regulatory frameworks impacting people management practices (labor laws, workplace safety, anti-discrimination policies)
• Developing effective communication strategies for building trust and transparency with your team
• Mastering the art of delegation and empowering team members to take ownership of their roles
Day 2: Performance Management and Development:
• Conducting effective performance appraisals and setting clear goals and expectations
• Providing constructive feedback and facilitating performance improvement conversations
• Developing coaching and mentoring skills to unlock employee potential and support continuous learning
• Learning to identify training and development opportunities for your team members
Day 3: Building a Positive Work Environment:
• Understanding what motivates employees and fostering a culture of engagement
• Exploring effective conflict resolution techniques to address workplace issues constructively
• Learning to manage stress and promote work-life balance within your team
• Building a positive and inclusive team environment that celebrates diversity and fosters collaboration
Day 4: Recruitment and Selection for Line Managers:
• Understanding the recruitment process and identifying top talent for your team
• Learning to write effective job descriptions and conduct successful interviews
• Assessing candidate skills and qualifications to find the best fit for the role
• Onboarding new hires and integrating them effectively into the team
Day 5: Effective Leadership Skills and Time Management:
• Developing essential leadership skills for motivating and inspiring your team

• Practicing effective communication and delegation techniques for optimizing team performance
• Master time management strategies to prioritize tasks and increase team productivity
• Understanding your leadership style and identifying areas for growth and development

Target Audience:
This program caters to a diverse audience, including:
• Line managers and team leaders seeking to develop their HR skills and knowledge
• Supervisors and aspiring managers interested in strengthening their leadership capabilities
• HR professionals who want to equip line managers with the necessary HR skills
• Anyone interested in learning how to effectively manage, motivate, and develop successful teams

By participating in this intensive program, you'll gain the comprehensive knowledge and practical skills to become a confident and effective line manager or team leader. You'll learn to navigate key HR functions and build strong relationships with your team.