



## Transitioning from Peer to Leader

Workshop Duration: 2 Days

Facilitation in English

### Workshop Description

This two-day workshop focuses on the challenges of making the transition from peer to leader. The aim is to help new team leaders understand and accept the implications of the change in role. The workshop provides the tools and techniques for establishing their authority and for re-defining existing relationships with peers to reflect the requirements of the new leadership role. In addition, participants are given the opportunity to practice applying a communication model for giving constructive feedback to a team member in a way that motivates improved performance.

The workshop is interactive and fun, making use of small-group exercises, a case study, role plays, and a simulated team briefing.

### Program Topics

#### Making the transition from individual contributor to team leader

- Identify changes in a) your roles and responsibilities and b) in your networks

*Exercise: Each participant maps out the above changes*

#### Accepting the new role

- Identify the impact on you of the change in role
- Identify the need to set boundaries and limits
- Move from an in-depth knowledge of a specialized role to an understanding of the overall organization
- Identify the need to represent senior management decisions and policy to your team
- Get the right balance between advocating for your team and advocating for senior management

*Case study:*

*Working in small groups, participants are asked to comment on the team leader's actions in a short case study.*

#### Communication skills for handling changes in relationships

- Set boundaries without causing upset
- Model a professional and positive attitude
- Use a communication model to deal assertively with a range of typical situations

*Exercise:*

*Working in small groups, participants develop assertive responses to typical workplace scenarios*

#### Understanding what the team needs from you

- Identify six important things your team needs from you
- Give continuous feedback on performance to each team member and to the team as a whole



#### Understanding what the team needs from you (cont'd)

- Give praise and recognition
- Give constructive feedback

#### Deciding what you need from the team

- Move from a need for friendship to a need for respect
- Apply techniques for building trust and respect

#### Choosing the most effective leadership style for any situation

- Apply the situational leadership model to a range of typical situations
- Identify the likely outcomes of using an inappropriate leadership style in a given situation

*Exercise:*

*Working in small groups, participants identify the most effective leadership style for a number of typical workplace scenarios*

#### Providing continuous feedback to the team

- Identify the need to agree on clear performance standards
- Apply a five-step communication model for giving constructive feedback in a way that motivates the team member
- Identify how information collected through informal feedback meetings can be used for the formal appraisal process

*Role plays:*

*The scenarios represent typical situations the team leader deals with. The role plays are conducted in trios, and each participant is given the opportunity to play each role: manager, team member, and observer.*

**Transitioning from Peer to Leader**

Workshop Duration: 2 Days

Facilitation in English

**Communicating effectively through team meetings**

- Identify the need to take control of team meetings right from the start
- Present yourself assertively as the new leader – without embarrassment or apology
- Apply guidelines for running effective, well-managed team meetings
- Communicate your expectations to the team clearly
- Be clear about what you can and cannot do in your new role
- Rotate the chairing of team meetings without losing control

*Simulated team briefing:*

*Participants develop and deliver an agenda and short presentation for the first team briefing with the new team*

**At the end of this seminar you will be able to:**

- Communicate your new management perspective
- Apply techniques for re-framing your relationships with co-workers
- Understand what your new team needs from you
- Identify what you need from your team
- Apply assertive communication skills to difficult situations
- Give regular feedback on performance, both positive and constructive
- Manage team meetings effectively