

GVI Online

# Course syllabus

Leading Teams for Impact



# Leading teams for impact | Syllabus

The Leading Teams for Impact course helps you develop the skills required to successfully lead a team. You'll explore what leading a team means, and how to get there. You will also delve into the stages of team development and the roles and responsibilities of a team leader.

| Modules |  | Lessons   | Learning objectives  |
|---------|--|---|--|
| 1.      | Introduction to Team Leading                         | <ul style="list-style-type: none"> <li>Group or Team?</li> <li>A Leader I Admire</li> <li>Case Study: Resilience</li> </ul>   | <ul style="list-style-type: none"> <li>Compare the qualities of a group and a team</li> <li>Recognise the elements of an effective team</li> <li>Implement strategies for resilience</li> </ul>  |
| 2.      | Planning and Setting Team Goals                      | <ul style="list-style-type: none"> <li>Tuckman's Model Overview</li> <li>Reflect on Tuckman's Stages of Development</li> <li>Setting SMART Objectives</li> </ul>  | <ul style="list-style-type: none"> <li>Give examples of Tuckman's stages of team development based on personal experience</li> <li>Understand the acronym SMART and be able to apply it to planning processes</li> <li>Explain the benefits of SMART objectives</li> </ul> |
| 3.      | Preparing by Creating a Safe, Supportive Environment | <ul style="list-style-type: none"> <li>Five Ways to Well-Being</li> <li>Care and Support of Your Team</li> <li>Five Point Risk Assessment</li> </ul>  | <ul style="list-style-type: none"> <li>Explain duty of care</li> <li>Reflect on circle of care model</li> <li>Define risk management</li> <li>Develop a risk assessment</li> </ul>   |
| 4.      | Presenting and Communicating with Your Team          | <ul style="list-style-type: none"> <li>Forms of Communication</li> <li>Different Types of Feedback</li> <li>Tips for Effective Communication and Feedback</li> <li>Evaluate a Feedback Session</li> </ul> | <ul style="list-style-type: none"> <li>Explain different forms of communication</li> <li>Understand different types of feedback</li> <li>Identify ways to manage conflict</li> <li>Match communication methods to situations.</li> </ul>                                   |

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|----|--|---|--|
| 5. | Performing and Developing a Leadership Style | <ul style="list-style-type: none"> <li>• Myer Briggs Model</li> <li>• Myer Briggs Key Self-Care for Team Leaders</li> <li>• Belbin's Model</li> <li>• Skills and Behaviours of a Team Leader</li> </ul> | <ul style="list-style-type: none"> <li>• Identify a range of leadership skills</li> <li>• Define behaviours of an effective leader</li> <li>• Interpret leadership styles with reference to the Myer Briggs personality model</li> <li>• Identify team roles within Belbin's theoretical model</li> <li>• Explore self-care strategies for team leaders</li> </ul> |
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## Distribution of learning effort

- Course total: 10 - 15 hours, self-paced.
- Per module: Average of 2 hours for videos, reading material, quizzes and engagement in the discussion forum.
- Final quiz-based assignment: Up to 1.5 hours to complete.

## Your responsibility

You are expected to:

- complete your profile on Canvas with some background information on your areas of interest, work experience and/or educational qualifications and upload a profile picture
- master a series of modules that consist of readings, videos, presentations and notes
- undertake self-assessment quizzes at the end of each module to enhance your overall understanding of the content
- make at least one significant contribution to the discussion forum in each module (we define significant as something that adds a new perspective, provides input on resources and networks. or ask questions)
- complete the quiz-based course assignment at the end of the course

## Assessments

- You will only be graded on the final course assignment. This is a summative assessment that integrates learning from all the modules.
- You are required to participate in pre- and post-course surveys and contribute to the discussion forums.
- You will not be graded on the self-assessment quizzes at the end of each module. These are formative assessments.

## Grading

- You will need to achieve a grade of 75% or higher on your final course assignment to pass the course and receive a certificate of completion.