The Successful Team Leader Digital Badge 2020/2021

This badge recognises the personal and professional development journey taken by UCC team leaders in focusing on personal effectiveness skills. Individuals who attend 6 or more workshops within an 18 month period and complete a short reflective statement (600-word limit) describing the learning which the participant has taken from the programme in their own approach as a team leader will be awarded The UCC Successful Team Leader Digital Badge.

Workshops completed as part of previous Successful Team Leader programmes will also count toward the attainment of the digital badge.

The Successful Team Leader is a programme of short (2.5 hour) sessions facilitated by HR Managers designed to provide specific work-related knowledge and guidance and practical skills enhancement to UCC staff across the University. The sessions are intended to provide support for staff through the sharing of information and guidance and the opportunity for skills and knowledge development. The programme also provides staff with opportunities to network with colleagues across the university.

To book a place on any one or number of The Successful Team Leader workshops, please do so via the ‘My Training’ tab on ess.ucc.ie.

To obtain The UCC Successful Team Leader Digital Badge

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<tbody>
<tr>
<td>a)</td>
<td>Complete at least 6 Successful Team Leader workshops within an 18 month period.</td>
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<td>b)</td>
<td>Write a 600-word reflective statement on the learnings taken from the programme</td>
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<td>c)</td>
<td>Email your statement to <a href="mailto:traininganddevelopment@ucc.ie">traininganddevelopment@ucc.ie</a> &amp; we will be in touch regarding the outcome shortly thereafter.</td>
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The Successful Team Leader Workshops 2020/2021

1. Influencing & Persuading Others

Date: Wednesday 23rd September 2020
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Anne Gannon & Mary Ward

Objectives:

• To understand what influence and persuasion is
• To identify sources of influence and the barriers to influence
• To review the influence without authority model (Cohen-Bradford)
• To develop effective workplace influence and persuasion skills

2. Engaging Your Team

Date: Thursday 15th October 2020
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Anne Gannon & Mary Ward

Objectives:

• To define the role of the team leader
• To identify the characteristics of engaged teams
• To discuss the skills and approaches of successful team leaders
• To discuss the practical aspects of team engagement
3. Unconscious Bias Awareness

Date: Tuesday 24th November 2020
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Anne Gannon & Mary Ward

Objectives:
- To define unconscious bias and explore the sources of unconscious bias
- To explore the impact of unconscious bias
- To review examples of unconscious bias and identify practical ways in which we can effectively manage unconscious bias

4. Leading Others Effectively through Change

Date: Thursday 3rd December 2020
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Anne Gannon & Mary Ward

Objectives:
- To explore individual responses to change
- To discuss the role that team leaders & managers play in leading others effectively through change
- To identify the practical steps which a team leader can take to support others and create an environment of engagement with change
5. Knowing Yourself and Leading Others (MBTI)

Date: TBC
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: TBC

Objectives:
- To consider individual differences and their impact in the workplace
- To learn how your personality influences your team leadership (with reference to MBTI Type indicator)
- To explore how to appreciate and leverage on our differences for improved team working
- To reflect on strategies for better engagement with team colleagues

Following this workshop attendees will be offered a follow up one to one feedback session using the MBTI (Myers Briggs Type Indicator). MBTI is a simple yet highly versatile developmental tool which helps us develop a deeper understanding of ourselves, how we interact with others & them with us & how we approach our work.

6. Making Meetings Work

Date: TBC
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: TBC

Objectives:
- To explore the value of meetings and the characteristics of a successful meeting
- To explore the role of the meeting convenor
- To review ways of getting the most out of a meeting
- To discuss the meeting itself and tasks which occur prior to, during and following a meeting
- To review approaches to dealing with challenging meeting behaviours
- To discuss tools for evaluating and reviewing meeting success
7. Motivating Your Team

Date: TBC
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: TBC

Objectives:
- To discuss what motivation is and its contribution to effective performance
- To explore the role of the manager in motivating others
- To review the principles and skills that can be learned, practiced and applied to motivating others

8. Managing Individual Performance

Date: TBC
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: TBC

Objectives:
- To define what performance is
- To review the principles and skills that can be learned, practiced and applied to managing individual performance
- To discuss the UCC HR policies and supports that are available to support the management of performance
9. Challenging Conversations & How to Manage Them

Date: TBC  
Time: 10:00 – 12:30  
Location: Online, via Microsoft Teams  
Facilitators: TBC

Objectives:
- To define the ingredients of a challenging conversation
- To review the steps in preparing for a challenging conversation
- To discuss the skills required in having a challenging conversation
- To discuss the UCC HR supports that are available to support managers in having challenging conversations

10. Emotional Intelligence - EQI

Date: TBC  
Time: 10:00 – 12:30  
Location: Online, via Microsoft Teams  
Facilitators: TBC

Objectives:
- To demonstrate Emotional Intelligence in its everyday form
- To provide practical tips and tools to participants, allowing them to build their emotional intelligence.

The workshop will combine discussion, group exercises and video clips; reading materials will be provided as a follow up resource. Participants will have the option to complete an EI self-assessment after the workshop & meet with a Staff Wellbeing & Development advisor to discuss.