



The Successful Team Leader Digital Badge 2022/2023

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 and colleagues in Staff Wellbeing & Development, 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	
a)	Complete at least 6 <i>Successful Team Leader</i> workshops within an 18-month period.
b)	Write a 600-word reflective statement on the learnings taken from the programme
c)	Email your statement to traininganddevelopment@ucc.ie & we will be in touch regarding the outcome shortly thereafter.

The Successful Team Leader Workshops 2022/2023

1. Influencing & Persuading Others

Date: Thursday 29th September 2022
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Anne Gannon & Mary Ward

Objectives:

- Understand what influence and persuasion is
 - Identify sources of influence and the barriers to influence
 - Review the influence without authority model (Cohen-Bradford)
 - Develop effective workplace influence and persuasion skills
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2. Imposter Syndrome & Our Inner Critic

Date: Thursday 6th October 2022
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Mary Horgan

Objectives:

- What is Imposter Syndrome?
- Some symptoms
- Role of Self-Belief
- Discuss the practical aspects of team engagement
- Growth V. Fixed Mind-set
- Triggers
- Strategies to deal with it

3. Engaging Your Team

Date: Thursday 27th October 2022
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Anne Gannon & Mary Ward

Objectives:

- Define the role of the team leader
 - Identify the characteristics of engaged teams
 - Discuss the skills and approaches of successful team leaders
 - Discuss the practical aspects of team engagement
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4. Leading Others Effectively through Change

Date: Thursday 24th November 2022
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Anne Gannon & Mary Ward

Objectives:

- Explore individual responses to change
- Discuss the role that team leaders & managers play in leading others effectively through change
- Identify the practical steps which a team leader can take to support others and create an environment of engagement with change

5. Managing Individual Performance

Date: Thursday 15th December 2022
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Anne Gannon and Mary Ward

Objectives:

- Define what performance is
 - Review the principles and skills that can be learned, practiced and applied to managing individual performance
 - Discuss the UCC HR policies and supports that are available to support the management of performance
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6. Knowing Yourself and Leading Others (MBTI)

Date: Thursday 19th January 2023
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Mary Horgan

Objectives:

- Consider individual differences and their impact in the workplace
- Learn how your personality influences your team leadership (with reference to MBTI Type indicator)
- Explore how to appreciate and leverage on our differences for improved team working
- 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.

7. Challenging Conversations & How to Manage Them

Date: Thursday 26th January 2023
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Anne Gannon and Mary Ward

Objectives:

- Define the ingredients of a challenging conversation
 - Review the steps in preparing for a challenging conversation
 - Discuss the skills required in having a challenging conversation
 - Discuss the UCC HR supports that are available to support managers in having challenging conversations
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8. Emotional Intelligence - EQI

Date: Thursday 9th February 2023
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Mary Horgan

Objectives:

- Demonstrate Emotional Intelligence in its everyday form
- 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.

9. Motivating Your Team

Date: Thursday 23rd February 2023
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Anne Gannon and Mary Ward

Objectives:

- Discuss what motivation is and its contribution to effective performance
 - Explore the role of the manager in motivating others
 - Review the principles and skills that can be learned, practiced and applied to motivating others
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10. Making Meetings Work

Date: Thursday 23rd March 2023
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Anne Gannon and Mary Ward

Objectives:

- Explore the value of meetings and the characteristics of a successful meeting
- Explore the role of the meeting convenor
- Review ways of getting the most out of a meeting
- Discuss the meeting itself and tasks which occur prior to, during and following a meeting
- Review approaches to dealing with challenging meeting behaviours
- Discuss tools for evaluating and reviewing meeting success

11. Developing a values-based team culture

Date: Thursday 20th April 2023
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Anne Gannon and Mary Ward

Objectives

- Define what values are and why they matter
 - Consider our own value system and how it aligns with UCC values
 - Explore the impact of different values at work
 - Examine how a team leader can embed a values-driven culture
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12. Developing Team Careers

Date: Thursday 25th May 2023
Time: 10:00 – 12:30
Location: Online, via Microsoft Teams
Facilitators: Anne Gannon and Mary Ward

Objectives:

- Explore the concept of careers and career development
- Examine your role as team leader in developing others
- Identify formal mechanisms and informal approaches to enabling careers
- Recognising career development and celebrating success