The Successful Team Leader Digital Badge 2023/2024

This programme is open to any staff member in a **supervisory, management or leadership role**.

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.**

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.

In order to ensure sufficient time, space and reflection to embed all programme learnings, we would strongly encourage participants on this programme to complete the requirements for this digital badge, prior to participating in any other digital badge programme as facilitated by Staff Wellbeing & Development.

To obtain The UCC Successful Team Leader Digital Badge	
a)	Complete at least 6 *Successful Team Leader* 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 2023/2024

1. Influencing & Persuading Others

Date: Thursday 21st September 2023

Time: 10:00 – 12:30

Location: Online, via Microsoft Teams

Facilitators: Anne Gannon & Mary Ward

Objectives:

- Understand what influence and persuasion is
- Review the influence without authority model (Cohen-Bradford)
- Develop more effective workplace influencing and persuasion skills

2. Imposter Syndrome & Our Inner Critic

Date: Thursday 12th October 2023

Time: 10:00 – 12:30

Location: Online, via Microsoft Teams

Facilitators: Mary Horgan

Objectives:

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

3. Engaging Your Team

Date: Thursday 16th November 2023

Time: 10:00 – 12:30

Location: Online, via Microsoft Teams

Facilitators: Anne Gannon & Mary Ward

Objectives:

- Discuss what employee engagement is and the case for employee engagement?
- Identify the drivers for employee engagement
- Identify the team leader behaviours which enable employee engagement
- Explore the skills that can be learned together with the practices that can be applied to engaging others

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4. Leading Others Effectively through Change

Date: Tuesday 19th December 2023

Time: 10:00 – 12:30

Location: Online, via Microsoft Teams

Facilitators: Anne Gannon & Mary Ward

Objectives:

- Identify individual responses to change
- Consider our own change readiness and how this may influence team engagement with change
- Explore the ingredients of successful change initiatives
- Look at 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 11th January 2024

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
- Outline 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 8th February 2024

Time: 10:00 – 12:30

Location: Online, via Microsoft Teams

Facilitators: Mary Horgan

Objectives:

- Find out more about your own personality & those of your team & how they influence the way we work
- Consider individual differences & their impact in the workplace
- Explore how to appreciate & leverage on your team's differences for improved team working
- Reflect on strategies for better engagement with your team

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 22nd February 2024

Time: 10:00 – 12:30

Location: Online, via Microsoft Teams

Facilitators: Anne Gannon and Mary Ward

Objectives:

- Explore what makes a conversation challenging
- Outline the benefits of having a challenging conversation
- Review the approach to preparing for a challenging conversation
- Identify the factors to consider when planning a challenging conversation
- Explore language and dealing with emotions
- Consider scenarios that might arise and may require having a challenging conversation

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8. Emotional Intelligence - EQI

Date: Thursday 14th March 2024

Time: 10:00 – 12:30

Location: Online, via Microsoft Teams

Facilitators: Mary Horgan

Objectives:

- Understand what is meant by Emotional Intelligence & why it is worth developing
- Examine Growth & Fixed Mindset & how this influences EI
- Demonstrate EI in its everyday form by examining different areas of EI
- Identify your strengths and areas for development

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. Making Meetings Work

Date: Thursday 21st March 2024

Time: 10:00 – 12:30

Location: Online, via Microsoft Teams

Facilitators: Anne Gannon and Mary Ward

Objectives:

- Explore the characteristics of a successful meeting
- Identify ways of getting the most out of a meeting
- Review the meeting itself and tasks prior to, during and following a meeting
- Carry out a meeting effectiveness audit
- Explore developing virtual meetings that work
- Explore approaches to dealing with challenging meeting behaviours
- Discuss tools for evaluating and reviewing meeting success

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10. Motivating Your Team

Date: Tuesday 18th April 2024

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 team leader in motivating others
- Review the principles and skills that can be learned together with the practices that can be applied to motivating others

11. Creating and Developing a Values-Based Team Culture

Date: Thursday 2nd May 2024

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 teams value system and how it aligns with UCC values
- Explore the impact of different values at work
- Examine how a team leader can develop and embed a values driven culture

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12. Developing Team Careers

Date: Thursday 30th May 2024

Time: 10:00 – 12:30

Location: Online, via Microsoft Teams

Facilitators: Anne Gannon and Mary Ward

Objectives:

- Outline the current context in relation to careers
- 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 at UCC
- Recognise career development and celebrating success
- Focus on enabling your own development as Team Lead and being an active role model