



Team Leader





Team Leader

Become an outstanding and successful Team Leader, learning the ins and outs of supervising, leadership, and communication with the help of this comprehensive Team Leader bundle!

This premium Team Leader bundle promises to bring the best of your leadership skills to light, guiding you to the path of easily attainable success. This Team Leader bundle has it all, from the surface-level knowledge of team leading and supervising to the deep-rooted understanding of persuasion, influence, and motivation. On top of that, this Team Leader bundle will also bring significant improvements to your personal life! Leadership skills come in handy wherever you go!

Therefore, this well-crafted Team Leader bundle is your ultimate key to success! Stand out to employers and swoon them with your exceptional leadership!

So, enrol now and seize endless opportunities!

CPD accredited Team Leader bundle is the most comprehensive bundle on Leadership & Management now available online, offered by Skill up to upskill you with core to advanced Team Leader ideas for your utmost level proficiency in implying the newly gained knowledge efficiently wherever needed and escalate yourself as a peerless potential in the Leadership promising industry.

Sign up for the all-inclusive Team Leader bundle, and experience relentless development of in-demand knowledge, skills and strategies within you!

Learning Outcomes of this Team Leader Bundle:

- Gain excellent supervising skills and lead teams under your wing.
- Learn about all the different Team Leadership & Team Management styles.
- Gain outstanding communication skills.
- Maintain high performance and manage time effectively.
- Know how to motivate, influence, and persuade efficiently.
- Gain active listening skills.
- Learn how to communicate in a result-oriented way
- Be able to cope with stress healthily and much more!



Team Leader Bundle Specialities

- 57 hours of instant video lectures and downloadable resources.
- Affordable premium-quality E-learning content, you can learn at your own pace.
- You will receive 15 completion certificates upon completing the Team Leader Bundle.
- Internationally recognised Accredited Qualification of Team Leader would boost up your resume.
- You will learn the researched and proven approach of Team Leadership adopted by globally renowned team leaders.

Assessment

After completing all the modules of the Team Leader Bundle, your learning will be assessed by an automated multiple-choice based exam. You may choose to participate in a Mock Exam before attending the course completion Final Exam with absolutely no extra cost.

Certificate

This premium Team Leader bundle comes with FREE PDF & Hardcopy Certificates, PDF Transcripts & Student ID Card, and it makes this bundle the perfect value for money.

Being loaded with up-to-date knowledge and techniques, this self-paced Team Leader bundle by Skill Up is truly ideal for all aspiring professionals.

Let your eLearning experience meet the utmost satisfying level by enrolling in our premium Team Leader bundle now!

This Team Leader Bundle Consists of the Following Courses:

- Course 1: Workplace Management Training
- Course 2: Leadership & People Management
- Course 3: Certificate of Workplace Health & Safety Basics Proficiency (CWHSP)
- Course 4: Ethical Leadership Principles
- Course 5: Leadership & Management - Communication SKills Masterclass
- Course 6: Diploma in Practical Time Management
- Course 7: Performance Management
- Course 8: Diploma in Management Skills
- Course 9: Minute Taking Masterclass
- Course 10: Risk Assessment & Management Training
- Course 11: Virtual Team Building & Management
- Course 12: Workplace Stress Management
- Course 13: Project Management Masterclass
- Course 14: Mindfulness in the Workplace
- Course 15: Practical Course for Developing Skills To Success, Confidence & Achievement

Curriculum Breakdown of the Premium Courses:

➤ Workplace Management Training

- Module 1 : Human Resources Today
- Module 2 : Recruiting and Interviewing
- Module 3 : Retention and Orientation
- Module 4 : Following Up with New Employees
- Module 5 : Workplace Health & Safety
- Module 6 : Workplace Bullying, Harassment, and Violence
- Module 7 : Workplace Wellness
- Module 8 : Providing Feedback to Employees
- Module 9 : Disciplining Employees

- Module 10 : Terminating Employees


➤ **Leadership & People Management**

- Module One: The Evolution of Leadership
- Module Two: Situational Leadership
- Module Three: A Personal Inventory
- Module Four: Modeling the Way
- Module Five: Inspiring a Shared Vision
- Module Six: Challenging the Process
- Module Seven: Enabling Others to Act
- Module Eight: Encouraging the Heart
- Module Nine: Basic Influencing Skills
- Module Ten: Setting Goals

➤ **Certificate of Workplace Health & Safety Basics Proficiency (CWHSP)**

- The Importance of Workplace Health and Safety Induction Training
- Basic Workplace Health & Safety Induction Training
- ENGLISH – Basic WHS Final Exam
- Course Completion Survey

➤ **Ethical Leadership Principles**



Leadership, Followership and Ethical Context

- Ethical Awareness
- Essence of Leadership
- Followership vs Leadership
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- Mapping Your Moral Compass
- Recapping Ethical Intelligence
- Ethical Leadership Framework

Ethical Leadership

- Fred Rogers
- Scott Tucker Part 1
- Scott Tucker Outcome
- 5 Principles of Ethical Team Leadership

Ethical Team Leadership

- Gregg Popovich
- Elizabeth Holmes – hang on, this is crazy
- Aftermath of Elizabeth Holmes
- 5 Principles of Ethical Team Leadership

Ethical Leadership of an Organization

- Gary Hirshberg
- Michael Pearson Part 1
- Valeant Aftermath
- 5 Principles of Ethical Organizational Leadership

Ethical Leadership in the World

- Jacinda Ardern
- Rex Tillerson
- 5 Principles of Ethical Leadership in the World
- Course Conclusions



➤ **Communication SKills Masterclass**

Course Introduction

- Course Introduction

Module 01: Deciding the Topic

- Deciding the Topic

Module 02: Introductory Address

- Introductory Address

Module 03: Body of the Speech

- Body of the Speech
- Information Sources
- Content Management
- Expressions & Body Movements
- Pause Perfection
- Real Time Modulation
- Recall Techniques

Module 04: Conclusion

- Questions & Answers
- Managing the Audience

Module 05: General Instructions

- General Instructions



➤ Diploma in Practical Time Management

Start Here and Learn the Basics 5 Lectures

- Trailer: Why You Need this Course
- Five Attitudes to Time... and the secret to fulfilment
- How to Make Dull Activities Interesting
- Why You Cannot Manage Time
- The OATS Principle

Outcomes: Setting Great Goals and Knowing What is Important

- Why Goal-setting Works
- Set the SMARTEST Goals
- Is it Important... or is it just Urgent?

Activities: Being Able to Get Things Done

- Avoid the “To Do Tyranny”
- The OATS Principle and the Powerhouse Loop
- What to Do about To Do items that Hang Around
- How to Remember what’s Outstanding
- How to Clear a Backlog
- Four Questions to Guide your Response to a Task

Time Management Solutions to Common Challenges

- What are Overload and Overwhelm?
- How to Deal with a feeling of Overwhelm
- Are you an Elephant or an Octopus?
- Multi-tasking, and how to do it well... if you must!
- How to Delegate Effectively

Timing and Scheduling: How to Structure Your Day for Productivity

- How to get Really Good at Estimating
- How to Schedule your Day
- When to Schedule Activities into your Day


Conclusions: What to Do when All Else Fails

- The Ultimate Time Management Tool: How to Say NO
- How would you like \$86,400?
- A Final Thought

➤ Performance Management

- Module 01: Understanding Pressure
- Module 02: Understanding How Pressure Affects Our Psychology and Behaviour
- Module 03: The Relationship Between Stress and Performance: The Inverted-U Theory
- Module 04: Strategies to Cope With Pressure
- Module 05: Cognitive Behavioral Therapy (CBT)
- Module 06: Effective Communication Under Pressure: Part 1
- Module 07: Effective Communication Under Pressure: Part 2
- Module 08: Leadership Under Pressure
- Module 09: Team Resilience to Work Under Pressure
- Module 10: Work Related Stress by HSA (Health and Safety Authority) & HSE (Health and Safety Executive)

➤ Diploma in Management Skills

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- Introduction to the Essential Skills
 - Responsibilities: Communication, Boundaries and Delegation
 - Developing Employee Skills
 - Motivating Your Team Members
 - Coaching and Communication Skills
 - Difficult Conversations - Giving and Receiving Feedback
 - Discipline - Justice, Discipline and Self-Control
 - Team Formation and Organization
 - Team Facilitation & Decision Making
 - Conflict Resolution
 - Keeping Score and Goal Setting
 - Problem Solving Process Improvement
 - Improving Your Work Process

➤ **Minute Taking Masterclass**

- Module 01: Introduction to Minute Writing
- Module 02: Preparation for Minute Taking
- Module 03: The Meeting Structure
- Module 04: Minute Meeting, Decision and Action
- Module 05: Roles and Responsibility of Minute Taker
- Module 06: Tips for Minute Taking
- Module 07: Technology in Minute Taking
- Module 08: Building Confidence

➤ Risk Assessment & Management Training

- Module One: Identifying Hazards and Risks
- Module Two: Seeking Out Problems Before They Happen (I)
- Module Three: Seeking Out Problems Before They Happen (II)
- Module Four: Everyone's Responsibility
- Module Five: Tracking and Updating Control Measures
- Module Six: Risk Management Techniques
- Module Seven: General Office Safety and Reporting
- Module Eight: Business Impact Analysis
- Module Nine: Disaster Recovery Plan
- Module Ten: Summary of Risk Assessment

➤ Virtual Team Building & Management

- Module One: Setting Up Your Virtual Team (I)
- Module Two: Setting Up Your Virtual Team (II)
- Module Three: Virtual Team Meetings
- Module Four: Communication (I)
- Module Five: Communication (II)
- Module Six: Building Trust
- Module Seven: Cultural Issues
- Module Eight: To Succeed With a Virtual Team
- Module Nine: Dealing With Poor Team Players
- Module Ten: Choosing the Right Tools

➤ Workplace Stress Management

- Module 01: Defining Stress

- Module 02: Responses of the Nerves
- Module 03: Stress at Workplace
- Module 04: Personality and Stress
- Module 05: Managing Stress at Work
- Module 06: Personal Stress Management
- Module 07: Work-Life Balance

➤ Project Management Masterclass

Unit 01: Introduction

- 1.1 Introduction to Project Management
- 1.2 6 Pathways of Project Management
- 1.3 Course Structure: Simplified Framework
- 1.4 System Thinking
- 1.5 Project Timeline
- 1.6 Pyramid Project

Unit 02: Project Management Framework

- 2.1 Project
- 2.2 Project Management
- 2.3 The Matrix Environment
- 2.4 Enterprise Environmental Factors and Organisational Process Assets
- 2.5 Project Constraints
- 2.6 Process Groups
- 2.7 Integration Management
- 2.8 Stakeholder Management
- 2.9 Scope Management
- 2.10 Schedule Management
- 2.11 Cost, HR, Quality and Risk Management
- 2.12 Communication and Procurement Management
- 2.13 Knowledge Areas and Process Groups



Unit 03: Integration Management

- 3.1 Develop Project Charter
- 3.2 Project Charter Template
- 3.3 Timeline View of Project Documents

Unit 04: Stakeholder Management

- 4.1 Identify Stakeholders
- 4.2 Stakeholder Register Template
- 4.3 Timeline View of Project Documents


Unit 05: Project Scope Management

- 5.1 Project Scope
- 5.2 Collect Requirements
- 5.3 Define Project Scope
- 5.4 Create WBS: Work Breakdown Structure
- 5.5 Project Scope Baseline
- 5.6 Timeline View of Project Documents
- 5.7 Microsoft Project
- 5.8 MS Project – User Interface Explained
- 5.9 MS Project – Entering Scope Items

Unit 06: Schedule Management

- 6.1 Define Activities
- 6.2 Sequence Activities
- 6.3 Estimating Activity Durations
- 6.4 Develop Schedule Process
- 6.5 Critical Path Method
- 6.6 Compressing Schedule : Crashing and Fast-tracking
- 6.7 Timeline View of Project Documents
- 6.8 Microsoft Project – Entering Activities and Duration
- 6.9 Microsoft Project – Sequencing Activities & Creating Gantt Chart
- 6.10 Microsoft Project – The Project Schedule

Unit 07: How Much/Many of the Project

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- 7.1 Estimated Costs
 - 7.2 Determined Budget
 - 7.3 Timeline View of Project Documents
 - 7.4 Estimate Activity Resources
 - 7.5 Timeline View of Project Documents
 - 7.6 Plan Quality
 - 7.7 Timeline View of Project Documents
 - 7.8 Introduction to Risks
 - 7.9 Identify Risks
 - 7.10 Perform Qualitative Risk Analysis
 - 7.11 Perform Quantitative Risk Analysis
 - 7.12 Plan Risk Responses
 - 7.13 Timeline View of Project Documents

Unit 08: Where in the Project

- 8.1 Plan Communication
- 8.2 Timeline View of Project Documents
- 8.3 Plan Procurement
- 8.4 Timeline View of Project Documents

Unit 09: How Things are Done on a Project?

- 9.1 HOW are things done on the project
- 9.2 Develop Project Management Plan
- 9.3 Individual Management Plans
- 9.4 Timeline View of Project Documents
- 9.5 Timeline View of Project Documents-2
- 9.6 Direct and Manage Project Work
- 9.7 Timeline View of Project Documents
- 9.8 Manage Project Knowledge
- 9.9 Timeline View of Project Documents
- 9.10 Monitor and Control Project Work
- 9.11 Timeline View of Project Documents
- 9.12 Perform Integrated Change Control
- 9.13 Steps to perform Change Control

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- 9.14 Timeline View of Project Documents
 - 9.15 Budget at Completion: BAC
 - 9.16 Planned Value: PV
 - 9.17 Earned Value: EV
 - 9.18 Schedule Variance (SV) & Schedule Performance Index (SPI)
 - 9.19 Actual Cost(AC), Cost Variance and Cost Performance Index
 - 9.20 Budget Forecasting – Estimate at & to completion
 - 9.21 Close Project or Phase
 - 9.22 Timeline View of Project Document

➤ **Mindfulness in the Workplace**

- Introduction
- The Practice of Standing Tall
- Move and Relate with Confidence
- Knowing What You Know
- Send the Inner Critic Packing
- Taking Input
- Build Bridges, Not Walls
- Appreciation Makes Your Team Flow
- The Quality of Your Attention Matters
- Acknowledgement Pumps Us Up!
- Grounding Meditation
- Conclusion

➤ **Practical Course for Developing Skills To Success, Confidence & Achievement**

Success: The 7 Skills To Success, Confidence & Achievement

- Welcome + What You Will Learn FREE
- Discover The Mindset For Success & How You Can Implement It For Your Success
- The Secrets To Have More Wealth & Be Financially Free
- Discover The Keys To Lasting & Real Happiness
- How To Influence Anyone Anywhere: The Most Powerful Influence Model Explained!
- Become An Outstanding Leader: Real Leadership Secrets Revealed!
- Self-Mastery: Learn How To Master Yourself To Welcome Success To Your Life

- Powerful Habits For Success: Leant The Habits That Will Fast Track Your Success
- Branding Yourself: Be & Appear As Your Stronger Self