

**Topic: Team Management, coaching and motivating**

Created by: Agnieszka Tercz and Kamil Stanos  
Stowarzyszenie Edukacja przez Internet, Kielce

**Skilful management of a team is one of the most important functions in business. Proper team management in any organization is also a success of any project. People are the driving force for action, they take risks and they perform tasks that lead to achieving their objectives.**

This topic is just one of the issues that will be included in the whole method. Issues should be adapted to the general public.

**Objectives and issues:**

- understanding the key mechanisms and techniques used in management practice team,
- training skills of effective management in today's teams,
- solving problems in a team and decision-making through facilitation,
- procedures and communication tools,
- how to coach and motivate team members.

**Teaching methods:**

- lecture (illustration, involvement),
- case studies, discussion, quiz, test,
- gamification (group work).

**Benefits:**

- increase efficiency in managing teams through building trust and authority, motivating,
- raise the level of ability to use appropriate tools in management of teams,
- increase management skills group process and its impact on the performance of tasks by team,
- ability to use tools to solve problems in a team and decision-making, in particular facilitation,
- ability to use coaching methods.

**Content:**

1. Communication.
2. Team leadership styles: Knowing which to use.
3. Identifying and assigning roles.
4. Stages of team development.
5. Characteristics of effective teams.
6. Managing team performance.
7. Dealing with difficult group dynamics.
8. Dealing with conflict.
9. Conducting team meetings.

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**Structure:**

Groups will be taught in an interactive workshop with the possibility of examining individual cases. Workshops are conducted in a small group of up to 12 seaters. The topics discussed in class relate to real situations that managers face in their daily work. Each module (to be negotiated how many modules should be) thematic summary is aimed at determination by the participants' opportunities to use the knowledge and skills in their professional practice. Classes are constantly moderated by the trainers depending on the needs of the participants reported. During the training, the trainer occurs frequently in the role of facilitator - he/she is responsible for the constructive and efficient way of conducting discussions and motivating the group to find a solution. During the course, we focus on partnerships, exchange of experience and respect.

**Useful links:**

- How Good Are Your Management Skills? Test  
[https://www.mindtools.com/pages/article/newTMM\\_28.htm](https://www.mindtools.com/pages/article/newTMM_28.htm)
- Video Building an Effective Team  
<https://www.mindtools.com/pages/article/building-effective-teams.htm>
- Team Charters  
[https://www.mindtools.com/pages/article/newTMM\\_95.htm](https://www.mindtools.com/pages/article/newTMM_95.htm)
- Team Management Skills  
[https://www.mindtools.com/pages/article/newTMM\\_92.htm](https://www.mindtools.com/pages/article/newTMM_92.htm)