

# ACTIVE TEAM LEADER SYLLABUS

## Programme Overview

- Leadership development for supervisors, team leaders and frontline managers that builds the practical management skills required every day to drive better business results

## Learning Outcomes

- Develop core skills required to become a better manager
- Help you to contribute at a higher level for better results
- Skills you need to advance your career

## Instructional Method

- 6-month blended learning programme that combines online learning, in-person or live online sessions, and application of learning through practice in daily work
- Online learning (20 minutes): Self-paced video-based courses with short quizzes accessed through a Learning Management System (LMS) via any device at any time. Audio only download and hard copy workbook to support different learning modalities.
- Individual coaching sessions (15 minutes minimum): Participants meet with their boss or manager to discuss their selected practice, progress and insights (in-person or online)
- Co-lab group (60 minutes): Participants meet with an internal or external facilitator to share their progress, successes and challenges (in-person or live online sessions)
- Leader review: Boss or manager coaching participants meets with their facilitator to update on individuals' progress, discuss insights, and get coaching (in person or online)

## Time Commitments

- Participant: 2 hours per month
- Leader coach (boss or manager of participant): 30 minutes plus minimum of 15 minutes per participant

## Steps in Monthly Cycle

1. Complete online learning content; watch all modules in course, do exercises and select practice
2. Begin practice and discuss with your leader coach to get feedback in individual coaching session\*
3. Socialise learning in co-lab group with your facilitator; progress, challenges
4. Continue practice, reflect on learning

\*Complete course and select practice before individual coaching session

## Resources and Materials

- Access to the LMS for course content (provided)
- Active Team Leader programme workbook to anchor learning and practice (provided)

## Feedback and Questions

Your feedback is greatly valued to help us continue to develop and improve the learning experience and outcomes. If you have any questions or requests, please email us at [active.learning@thebreakthrough.co](mailto:active.learning@thebreakthrough.co)

## Curriculum

### Induction

You'll get insight into how you learn what you learn. You'll be introduced to the three big concepts that underpin every other topic.

Lessons: 3

### Active vs Reactive

You'll get insight into how you currently operate, understand how what we call Active Management can make you a whole lot more effective without any additional hours, and learn how to trigger the simple and powerful practice of training your attention in your day.

Lessons: 4

### Manage Your Time

You'll free up 25% of your time, use that freed up time to work on high value activities that you currently don't have time for, and change forever your sense of time being limited.

Lessons: 5

### Working With Your Team

You'll get a new way of thinking and managing your team, greater clarity among team members, and how your style interacts (or not) with others.

Lessons: 4

### Delegating Effectively

Getting your activities aligned with your priorities will result in better performance with more recognition, less stress and more satisfaction.

Lessons: 4

### Developing Talent

A good manager knows how to get the best from their people and is a leader people want to work for. You'll get your team connected and engaged, reduce staff turnover and motivate your experienced team members.

Lessons: 6

### Clear Communication

Successful communication is the accurate transmission and reception of relevant information. You'll develop these skills using the techniques of Active Management.

Lessons: 4