

Team Leadership Mastery and Strategic Decision Skills

4 – 8 October 2027
Porto

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Course Overview:

The Team Leadership and Effective Decision-Making Course is a practical corporate training program designed to strengthen the leadership, communication, problem-solving, and decision-making capabilities of managers, supervisors, and team leaders. This course focuses on the critical connection between leading people and making sound managerial decisions, especially in fast-changing business environments where teams must remain productive, aligned, and motivated. Participants will explore the core principles of team leadership, team management, team building, leadership skills, administrative leadership, employee motivation, and effective decision-making.

The course highlights how leaders influence team behavior, guide performance, resolve conflicts, manage meetings, build trust, and create a culture of accountability. It also helps participants develop structured decision-making skills by analyzing problems, identifying root causes, evaluating alternatives, managing risks, and following up on implementation. Unlike general leadership programs, this course combines team leadership training with managerial problem-solving and decision-making practice, making it highly relevant for organizations seeking measurable performance improvement.

By the end of the course, participants will understand how to lead teams with confidence, motivate employees, improve collaboration, and make decisions that support organizational goals. The program is ideal for professionals looking for a Team Leadership Training Course, Team Management Training Course, Decision-Making Training Course, Leadership and Decision-Making Course, Team Building and Leadership Course, or Problem-Solving and Decision-Making Course.

Target Audience:

- Department managers and section heads
- Team leaders and supervisors
- New managers and emerging leaders
- Project managers and project coordinators
- HR and organizational development professionals
- Operations and quality managers
- Customer service and support managers
- Administrative and office managers
- Technical and engineering team leaders
- High-potential employees preparing for leadership roles
- Professionals responsible for leading teams, solving problems, and making decisions

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Targeted Organizational Departments:

- Human Resources and Organizational Development
- Operations and Business Management
- Project Management Office
- Quality and Continuous Improvement
- Planning and Performance Management
- Customer Service and Customer Experience
- Administration and Corporate Services
- Finance and Internal Support Functions
- Engineering and Technical Departments
- Sales and Business Development Teams
- Training and Talent Development Departments

Any department that needs stronger team leadership, team management, team building, leadership skills, employee motivation, problem-solving, and effective decision-making

Targeted Industries:

- Government and semi-government entities
- Oil, gas, and energy
- Banking and financial services
- Telecommunications and information technology
- Healthcare and hospitals
- Education and training institutions
- Manufacturing and industrial organizations
- Engineering, construction, and infrastructure
- Logistics, transport, and supply chain
- Hospitality, tourism, and service sectors
- Retail and customer-facing organizations
- Non-profit and development organizations

Course Offerings:

By the end of this course, participants will be able to:

- Explain the principles of team leadership and administrative leadership in modern organizations.
- Distinguish between managing tasks and leading people.
- Apply effective team management practices to improve productivity and collaboration.
- Build stronger teams through trust, role clarity, responsibility, and shared goals.
- Identify the stages of team development and choose the right leadership approach for each stage.
- Motivate employees and strengthen commitment within the team.
- Use leadership communication skills to guide, influence, and support team members.
- Manage conflict and turn workplace disagreements into development opportunities.
- Lead meetings that produce clear decisions, accountability, and follow-up actions.
- Analyze workplace problems using structured problem-solving methods.
- Apply effective decision-making techniques in managerial and operational situations.
- Evaluate alternatives, assess risks, and select practical solutions.
- Improve the quality of decisions through data, discussion, and team participation.
- Delegate authority and empower team members to participate in decisions.
- Create a personal leadership action plan for applying course outcomes in the workplace.

Training Methodology:

The Team Leadership and Effective Decision-Making Course uses an interactive and practice-based training methodology designed for corporate environments. The course combines instructor-led discussions, practical examples, case studies, group exercises, scenario analysis, role-play activities, and feedback sessions. Participants will not only learn concepts related to team leadership, team management, leadership skills, and decision-making, but will also apply them to realistic workplace situations.

Case studies will be used to examine common leadership challenges such as poor performance, unclear roles, weak motivation, communication breakdowns, conflict between team members, and resistance to decisions. Group work will allow participants to practice analyzing problems, identifying root causes, proposing alternatives, and selecting suitable decisions. Interactive sessions will encourage participants to reflect on their current leadership style and understand how their behavior affects team performance.

The course also includes decision-making simulations where participants must respond to urgent or complex situations under time pressure. These simulations help improve confidence, emotional control, prioritization, and structured thinking. Feedback sessions will be used throughout the course to help participants identify their strengths and development areas. The methodology ensures that participants leave the course with practical insights, clear examples, and immediately applicable approaches for leading teams, motivating employees, solving problems, and making effective decisions.

Course Toolbox:

No physical or digital tools are provided as part of this course.

- The course provides practical insights, examples, models, and discussion-based applications relevant to team leadership and decision-making.
- Participants will be exposed to examples of leadership self-assessment checklists.
- Participants will review sample decision-making frameworks.
- Participants will discuss examples of problem-analysis templates.
- Participants will explore practical meeting-management and follow-up examples.
- Participants will work through case studies related to team conflict, motivation, and performance.
- Participants will receive examples of leadership action plans that can guide workplace application.
- Participants will examine scenarios related to team building, employee motivation, and managerial decision-making.
- The focus is on practical understanding and application rather than providing ready-made software or physical tools.

Course Agenda:

Day 1: Foundations of Team Leadership and Leadership Mindset

- **Topic 1:** Understanding the role of team leadership in achieving organizational goals
- **Topic 2:** Differences between leadership, management, supervision, and authority
- **Topic 3:** Core characteristics of an effective team leader
- **Topic 4:** Leadership influence, persuasion, trust, accountability, and responsibility
- **Topic 5:** Understanding team dynamics and the difference between a group and a team
- **Topic 6:** Building leadership credibility through fairness, communication, and role clarity
- **Reflection & Review:** Review of key leadership principles and discussion on how leaders shape team behavior and performance

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Day 2: Building High-Performing Teams and Motivating Employees

- **Topic 1:** Stages of team development and the leadership role at each stage
- **Topic 2:** Building trust, cooperation, and psychological safety within the team
- **Topic 3:** Defining team roles, responsibilities, expectations, and performance standards
- **Topic 4:** Employee motivation and methods for improving commitment and morale
- **Topic 5:** Managing poor performance, low engagement, and lack of accountability
- **Topic 6:** Strengthening teamwork through shared values, fairness, and collective responsibility
- **Reflection & Review:** Group exercise on creating a practical motivation and performance improvement plan for a struggling team

Day 3: Leadership Communication, Meetings, and Conflict Management

- **Topic 1:** Effective communication skills for team leaders and supervisors
- **Topic 2:** Active listening, questioning techniques, and understanding team concerns
- **Topic 3:** Giving constructive feedback that supports behavior change and performance improvement
- **Topic 4:** Managing team meetings, discussions, action points, and follow-up responsibilities
- **Topic 5:** Negotiation and consensus-building within the team
- **Topic 6:** Managing conflict, disagreement, and negative team behaviors professionally
- **Reflection & Review:** Case discussion on resolving a team conflict and converting it into a constructive improvement opportunity

Day 4: Decision-Making and Managerial Problem-Solving

- **Topic 1:** Understanding managerial decision-making and its importance in leadership
- **Topic 2:** Key steps of decision-making from problem identification to implementation
- **Topic 3:** Problem analysis and root-cause identification before selecting solutions
- **Topic 4:** Gathering information, evaluating alternatives, and choosing the most suitable option
- **Topic 5:** Making decisions under pressure, uncertainty, and changing priorities
- **Topic 6:** Avoiding common decision-making mistakes, bias, delay, and emotional reactions
- **Reflection & Review:** Practical activity on analyzing a workplace problem and turning it into an actionable decision

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Day 5: Decision Implementation, Empowerment, and Leadership Action Planning

- **Topic 1:** Turning decisions into action through planning, delegation, and accountability
- **Topic 2:** Empowering team members to participate in decisions and take ownership
- **Topic 3:** Managing risks linked to team decisions and operational actions
- **Topic 4:** Monitoring decision implementation and measuring impact on team performance
- **Topic 5:** Building a culture of shared responsibility, continuous improvement, and team discipline
- **Topic 6:** Creating a personal leadership development plan for post-course application
- **Reflection & Review:** Final review and practical action plan for applying team leadership and effective decision-making in the workplace

FAQ:

What specific qualifications or prerequisites are needed for participants before enrolling in the course?

There are no strict academic prerequisites for this course. However, it is most suitable for professionals who already supervise people, coordinate work, lead teams, manage projects, or participate in managerial decision-making. It is also valuable for employees preparing for leadership roles, new managers, and supervisors who want to develop stronger team leadership, communication, motivation, problem-solving, and decision-making skills.

How long is each day's session, and is there a total number of hours required for the entire course?

Each day's session is generally structured to last around 4-5 hours, with breaks and interactive activities included. The total course duration spans one week, approximately 20-25 hours of instruction.

Does effective team leadership depend more on authority or on influence and participation?

Effective team leadership does not depend only on formal authority. While authority gives a leader the right to assign work and make decisions, real leadership depends on influence, trust, communication, motivation, fairness, and the ability to involve team members in solving problems. A strong leader guides the team, listens to different perspectives, manages disagreements, and makes decisions that benefit the organization. This course helps participants move beyond command-based leadership toward practical leadership that improves participation, accountability, and decision quality.

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How This Course is Different from Other Team Leadership Courses:

The Team Leadership and Effective Decision-Making Course stands out because it combines leadership development with practical decision-making and problem-solving. Many team leadership courses focus mainly on leadership styles, communication, or motivation. This course goes further by connecting those leadership skills to the real decisions leaders must make every day, including how to handle weak performance, team conflict, unclear responsibilities, urgent problems, and resistance to change.

The course is also highly practical. Participants do not only study leadership theory; they examine workplace scenarios, discuss case studies, practice decision-making steps, and reflect on their own leadership behaviors. The course integrates team leadership, team management, team building, administrative leadership, employee motivation, meeting management, conflict resolution, and effective decision-making into one coherent program.

Another key difference is the focus on implementation. Participants learn how to move from discussion to decision, and from decision to measurable action. This makes the course especially useful for corporate environments where leaders are expected to deliver results through people. It is suitable for managers, supervisors, and team leaders who need more than general leadership awareness. They need practical leadership capability, structured thinking, and confidence in making decisions that improve team performance and support organizational goals.