



# Certified Team Leader



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**Meirc**  
Training & Consulting

## Why Attend

High performance is achieved by those who lead. In today's chaotic management environment, leaders must be able to engage their team and assist them in reaching their goals. This course helps team leaders develop the necessary skills to lead effectively. It includes leadership, communication, goal setting, time management and motivation skills. This course is accredited by the Chartered Management Institute (CMI) and candidates who complete the program requirements successfully will be awarded Meirc's Professional Certificate (MPC).

## Course Methodology

This course relies on the use of self evaluation exercises aimed at helping participants learn about their preferred styles in leading and communicating with others. The course also features the use of a number of case studies, practical exercises and presentations by participants followed by group discussions.

## Course Objectives

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

- Develop trust and rapport between team members
- Create an effective and empowered team
- Establish a motivating team environment
- Apply strategies for improving team relationships
- Develop strategies for implementing changes within a team

## Target Audience

Managers, supervisors, and team leaders who are responsible for building and maintaining effective teams in the work environment

## Target Competencies

- Relating to others
- Leading others
- Gaining commitment
- Teamwork
- Collaboration
- Self awareness
- Understanding motivational needs

## Course Outline

- The team leadership challenge
  - 21st century team definition
  - On shifting ground: organizations today
  - Skills of effective team leaders
  - Characteristics of effective team leaders
  - Developing leadership skills
  - Leadership styles: self analysis
  - Techniques for increasing team effectiveness
- Building a high performance team
  - Recipe for successful teams
  - The teamwork success formula
  - The importance of clear goals
  - Decisions by consensus
  - Clear roles and work assignments
  - From involvement to empowerment
  - Types of effective teams
  - Team development stages



- Inspiring teams to better performance
  - Identifying team roles
  - The Belbin type indicator
  - Aligning individual and team motivators
  - The values alignment matrix
  - Keys to resolving values conflicts
  - The motivating mix
  - Creating a supportive environment
  - Energizing your team
- Sustainable strategies for improving team relationships
  - Identifying effective communication methods
  - Face to face communication
  - Team problem solving
  - Factors shaping team performance
  - Phases of team problem solving
  - Tools for making effective team decisions
  - The ingredients of effective decision making
- The team leader's role in managing change
  - Managing change
  - Change requires exchange and expanded thinking
  - Key factors in successful change
  - The change cycle
  - The 4 room apartment strategy
  - Typical reactions to change
  - Helping the team move through change stages
  - Handling reactions to change
  - Strategies for dealing with change
  - The 17 laws of great teamwork



## Associations

**Chartered Management Institute (CMI)** : Meirc is a Recognized Training Center by CMI, the only chartered body in the UK that awards management and leadership qualifications as well as the status of Chartered Manager, the hallmark of any professional manager. By fully attending any of the courses listed below and upon successful completion of the test administered on the last day, participants will receive a certificate from CMI, in addition to the one they receive from Meirc. The courses that are offered by Meirc and recognized by CMI are:



- Certified Professional Manager
- Certified Team Leader
- Certified Administration and Office Management Professional
- The Certified Executive Assistant Program

## Meirc Professional Certificate (MPC)

MPC certified courses by Meirc Training & Consulting are designed for those willing to challenge themselves and go the extra distance. Participants who fully attend an MPC course and successfully complete the test on the last day, will receive a Meirc Professional Certificate (MPC), in addition to the one they receive for full attendance. MPC certificates are regionally recognized and can be quite valuable when applying for more senior roles within the organization or outside.



## Location & Date

20 - 24 Oct, 2019	Arabic	Dubai	JW Marriott Marquis
29 Dec - 2 Jan, 2020	English	Dubai	Novotel Al Barsha
2 - 6 Feb, 2020	Arabic	Dubai	Novotel Al Barsha
5 - 9 Apr, 2020	English	Dubai	To be assigned
5 - 9 Jul, 2020	Arabic	Dubai	To be assigned
27 Sep - 1 Oct, 2020	English	Dubai	To be assigned
6 - 10 Dec, 2020	Arabic	Dubai	To be assigned

## Fees: US\$ (including coffee breaks and a buffet lunch daily)

Per participant - 2019	US\$ 5100
Per participant - 2020	US\$ 5200

Fees + VAT as applicable

UAE Tax Registration Number 100239834300003

This course is also accredited by the Chartered Management Institute (CMI).

## Courses in Leadership and Management

Dates	Course Name	Language	Location	Fees
29 Sep - 3 Oct, 2019	Organizational Leadership	English	Dubai	US\$ 4900
6 - 10 Oct, 2019	Certificate in Leading Innovation and Organizational Transformation	English	Dubai	US\$ 5200
6 - 10 Oct, 2019	Supervisory Skills	English	Dubai	US\$ 4900
13 - 17 Oct, 2019	Management Skills and Techniques for Engineers	English	Dubai	US\$ 4900
13 - 17 Oct, 2019	Results Based Leadership	English	Dubai	US\$ 4900
20 - 24 Oct, 2019	Certified Professional Manager	Arabic	Dubai	US\$ 5200
20 - 24 Oct, 2019	Empowering the Workplace for Greater Impact	English	Dubai	US\$ 4900
20 - 24 Oct, 2019	Leadership and Communication	English	Dubai	US\$ 4900
27 - 31 Oct, 2019	Good to Great Management: The Road Ahead	English	Dubai	US\$ 4900
3 - 7 Nov, 2019	Certificate in Business Decision Models	English	Dubai	US\$ 5200
3 - 7 Nov, 2019	ILM Endorsed Leading and Managing Change	English	Dubai	US\$ 5200
3 - 7 Nov, 2019	Managing Self and Leading Others	Arabic	Dubai	US\$ 4900
3 - 7 Nov, 2019	The Certified Supervisor	Arabic	Dubai	US\$ 5200
10 - 14 Nov, 2019	Adaptive Leadership: Tools and Tactics	Arabic	Dubai	US\$ 4900
10 - 14 Nov, 2019	Leadership and Communication	Arabic	Dubai	US\$ 4900
17 - 21 Nov, 2019	Certified Professional Manager	English	Dubai	US\$ 5200
17 - 21 Nov, 2019	The Power of Leaders	Arabic	Dubai	US\$ 4900
24 - 28 Nov, 2019	ILM Endorsed Coaching and Mentoring Skills for Managers and Supervisors	Arabic	Dubai	US\$ 5200
24 - 28 Nov, 2019	ILM Endorsed Key Managerial Skills for New Managers and Supervisors	Arabic	Dubai	US\$ 5200
24 - 28 Nov, 2019	ILM Endorsed Managerial Decision Making and Problem Solving	Arabic	Dubai	US\$ 5200
1 - 5 Dec, 2019	Creative Leadership and Innovative Thinking	Arabic	Dubai	US\$ 4900
1 - 5 Dec, 2019	Leading a Team of Champions	Arabic	Dubai	US\$ 4900
8 - 12 Dec, 2019	Organizational Leadership	English	Dubai	US\$ 4900
8 - 12 Dec, 2019	The Certified Supervisor	English	Dubai	US\$ 5200
15 - 19 Dec, 2019	ILM Endorsed Middle Management Skills	Arabic	Dubai	US\$ 5200
15 - 19 Dec, 2019	The Leadership Challenge® Workshop	English	Dubai	US\$ 5200
15 - 19 Dec, 2019	Managing Self and Leading Others	English	Dubai	US\$ 4900



## Courses in Leadership and Management

Dates	Course Name	Language	Location	Fees
22 - 26 Dec, 2019	Certified Professional Manager	Arabic	Dubai	US\$ 5200
22 - 26 Dec, 2019	Leadership and Communication	English	Dubai	US\$ 4900
29 Dec - 2 Jan, 2020	ILM Endorsed Key Managerial Skills for New Managers and Supervisors	English	Dubai	US\$ 5200
29 Dec - 2 Jan, 2020	ILM Endorsed Managerial Decision Making and Problem Solving	English	Dubai	US\$ 5200
29 Dec - 2 Jan, 2020	The Leadership Program for GCC Executives	Arabic	Dubai	US\$ 5200
5 - 9 Jan, 2020	Good to Great Management: The Road Ahead	English	Dubai	US\$ 5200
19 - 23 Jan, 2020	ILM Endorsed Key Managerial Skills for New Managers and Supervisors	Arabic	Dubai	US\$ 5200
26 - 30 Jan, 2020	Certified Professional Manager	Arabic	Dubai	US\$ 5200
9 - 13 Feb, 2020	Leadership and Communication	English	Dubai	US\$ 5200
16 - 20 Feb, 2020	ILM Endorsed Leading and Managing Change	English	Dubai	US\$ 5200
16 - 20 Feb, 2020	The Leadership Challenge® Workshop	English	Dubai	US\$ 5200
16 - 20 Feb, 2020	Supervisory Skills	English	Dubai	US\$ 5200
23 - 27 Feb, 2020	Certificate in Leading Innovation and Organizational Transformation	English	Dubai	US\$ 5200
23 - 27 Feb, 2020	Management Skills and Techniques for Engineers	English	Dubai	US\$ 5200
23 - 27 Feb, 2020	The Power of Leaders	Arabic	Dubai	US\$ 5200
1 - 5 Mar, 2020	Certified Professional Manager	English	Dubai	US\$ 5200
1 - 5 Mar, 2020	Results Based Leadership	Arabic	Dubai	US\$ 5200
8 - 12 Mar, 2020	ILM Endorsed Key Managerial Skills for New Managers and Supervisors	English	Dubai	US\$ 5200
8 - 12 Mar, 2020	Leading a Team of Champions	Arabic	Dubai	US\$ 5200
15 - 19 Mar, 2020	Managing Self and Leading Others	English	Dubai	US\$ 5200
22 - 26 Mar, 2020	Managing Up, Down and Across for Better Results	English	Dubai	US\$ 5200
22 - 26 Mar, 2020	The Certified Supervisor	Arabic	Dubai	US\$ 5200
29 Mar - 2 Apr, 2020	Empowering the Workplace for Greater Impact	English	Dubai	US\$ 5200
29 Mar - 2 Apr, 2020	Good to Great Management: The Road Ahead	Arabic	Dubai	US\$ 5200
29 Mar - 2 Apr, 2020	ILM Endorsed Coaching and Mentoring Skills for Managers and Supervisors	Arabic	Dubai	US\$ 5200



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Dates	Course Name	Language	Location	Fees
29 Mar - 2 Apr, 2020	Leadership and Communication	Arabic	Dubai	US\$ 5200
5 - 9 Apr, 2020	Adaptive Leadership: Tools and Tactics	Arabic	Dubai	US\$ 5200
5 - 9 Apr, 2020	ILM Endorsed Managerial Decision Making and Problem Solving	English	Dubai	US\$ 5200
5 - 9 Apr, 2020	ILM Endorsed Middle Management Skills	English	Kuala Lumpur	US\$ 5200
12 - 16 Apr, 2020	Certified Professional Manager	Arabic	Dubai	US\$ 5200
12 - 16 Apr, 2020	ILM Endorsed Key Managerial Skills for New Managers and Supervisors	Arabic	Cairo	US\$ 5200
12 - 16 Apr, 2020	Organizational Leadership	English	Dubai	US\$ 5200
19 - 23 Apr, 2020	Leadership and Communication	English	Dubai	US\$ 5200
31 May - 4 Jun, 2020	ILM Endorsed Leading and Managing Change	Arabic	Dubai	US\$ 5200
7 - 11 Jun, 2020	Leadership and Communication	Arabic	Dubai	US\$ 5200
7 - 11 Jun, 2020	Supervisory Skills	Arabic	Dubai	US\$ 5200
14 - 18 Jun, 2020	Certificate in Business Decision Models	Arabic	Dubai	US\$ 5200
14 - 18 Jun, 2020	ILM Endorsed Key Managerial Skills for New Managers and Supervisors	English	Dubai	US\$ 5200
21 - 25 Jun, 2020	Results Based Leadership	English	Dubai	US\$ 5200
28 Jun - 2 Jul, 2020	Certified Professional Manager	English	Dubai	US\$ 5200
12 - 16 Jul, 2020	Transformational Change and Strategic Leadership	English	Dubai	US\$ 5200
19 - 23 Jul, 2020	ILM Endorsed Middle Management Skills	English	Baku	US\$ 5200
19 - 23 Jul, 2020	Leading with Agility and Resilience	English	Dubai	US\$ 5200
9 - 13 Aug, 2020	Leadership and Communication	English	Barcelona	US\$ 5200
16 - 20 Aug, 2020	The Leadership Program for GCC Executives	English	Dubai	US\$ 5200
16 - 20 Aug, 2020	The Certified Supervisor	English	Dubai	US\$ 5200
23 - 27 Aug, 2020	Certified Professional Manager	English	Kuala Lumpur	US\$ 5200
23 - 27 Aug, 2020	ILM Endorsed Key Managerial Skills for New Managers and Supervisors	Arabic	Dubai	US\$ 5200
23 - 27 Aug, 2020	The Leadership Challenge Continues®	English	Dubai	US\$ 5200
30 Aug - 3 Sep, 2020	ILM Endorsed Coaching and Mentoring Skills for Managers and Supervisors	English	Dubai	US\$ 5200
30 Aug - 3 Sep, 2020	ILM Endorsed Managerial Decision Making and Problem Solving	Arabic	Dubai	US\$ 5200
6 - 10 Sep, 2020	Adaptive Leadership: Tools and Tactics	English	Dubai	US\$ 5200
6 - 10 Sep, 2020	Leading a Team of Champions	English	Dubai	US\$ 5200



## Courses in Leadership and Management

Dates	Course Name	Language	Location	Fees
6 - 10 Sep, 2020	Managing Self and Leading Others	English	Istanbul	US\$ 5200
13 - 17 Sep, 2020	Organizational Leadership	English	Dubai	US\$ 5200
13 - 17 Sep, 2020	Supervisory Skills	Arabic	Riyadh	US\$ 5200
13 - 17 Sep, 2020	The Power of Leaders	English	Dubai	US\$ 5200
20 - 24 Sep, 2020	Leadership and Communication	English	Dubai	US\$ 5200
27 Sep - 1 Oct, 2020	Certified Professional Manager	Arabic	Dubai	US\$ 5200
27 Sep - 1 Oct, 2020	Good to Great Management: The Road Ahead	English	Dubai	US\$ 5200
4 - 8 Oct, 2020	Managing Up, Down and Across for Better Results	English	Dubai	US\$ 5200
11 - 15 Oct, 2020	Empowering the Workplace for Greater Impact	Arabic	Dubai	US\$ 5200
11 - 15 Oct, 2020	ILM Endorsed Key Managerial Skills for New Managers and Supervisors	Arabic	Riyadh	US\$ 5200
11 - 15 Oct, 2020	ILM Endorsed Middle Management Skills	Arabic	Dubai	US\$ 5200
18 - 22 Oct, 2020	Certificate in Business Decision Models	English	Dubai	US\$ 5200
18 - 22 Oct, 2020	Management Skills and Techniques for Engineers	English	Dubai	US\$ 5200
18 - 22 Oct, 2020	Managing Self and Leading Others	English	Dubai	US\$ 5200
25 - 29 Oct, 2020	Leadership and Communication	Arabic	Dubai	US\$ 5200
1 - 5 Nov, 2020	Certified Professional Manager	English	Dubai	US\$ 5200
1 - 5 Nov, 2020	Results Based Leadership	Arabic	Dubai	US\$ 5200
8 - 12 Nov, 2020	Adaptive Leadership: Tools and Tactics	Arabic	Dubai	US\$ 5200
8 - 12 Nov, 2020	ILM Endorsed Leading and Managing Change	English	Dubai	US\$ 5200
15 - 19 Nov, 2020	ILM Endorsed Key Managerial Skills for New Managers and Supervisors	English	Dubai	US\$ 5200
15 - 19 Nov, 2020	Leadership and Communication	English	Dubai	US\$ 5200
22 - 26 Nov, 2020	ILM Endorsed Coaching and Mentoring Skills for Managers and Supervisors	Arabic	Dubai	US\$ 5200
22 - 26 Nov, 2020	ILM Endorsed Managerial Decision Making and Problem Solving	English	Dubai	US\$ 5200
29 Nov - 3 Dec, 2020	Supervisory Skills	English	Dubai	US\$ 5200
29 Nov - 3 Dec, 2020	The Power of Leaders	Arabic	Dubai	US\$ 5200
6 - 10 Dec, 2020	Certificate in Leading Innovation and Organizational Transformation	English	Dubai	US\$ 5200
6 - 10 Dec, 2020	Leading with Agility and Resilience	English	Dubai	US\$ 5200





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6 - 10 Dec, 2020	Managing Self and Leading Others	English	Dubai	US\$ 5200
13 - 17 Dec, 2020	Good to Great Management: The Road Ahead	Arabic	Dubai	US\$ 5200
13 - 17 Dec, 2020	The Leadership Challenge® Workshop	English	Dubai	US\$ 5200
13 - 17 Dec, 2020	The Certified Supervisor	Arabic	Dubai	US\$ 5200
20 - 24 Dec, 2020	Leadership and Communication	Arabic	Dubai	US\$ 5200
20 - 24 Dec, 2020	The Leadership Program for GCC Executives	Arabic	Dubai	US\$ 5200
20 - 24 Dec, 2020	Organizational Leadership	English	Dubai	US\$ 5200
27 - 31 Dec, 2020	Certified Professional Manager	Arabic	Dubai	US\$ 5200
27 - 31 Dec, 2020	ILM Endorsed Key Managerial Skills for New Managers and Supervisors	Arabic	Dubai	US\$ 5200
27 - 31 Dec, 2020	Transformational Change and Strategic Leadership	English	Dubai	US\$ 5200



# Meirc Timeline

