



for more information call
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 **Social Services Team Leaders Workshop**

Making Team Meetings More Effective

Introduction

The workshop below is an example that has been delivered to the social services team at a large unitary authority. The authority employs over 8,000 people with 20% of its annual income spent on providing social services.

Objectives of the Workshop

Following an initial study to identify issues and concerns the agreed objectives of the workshop were as follows:

- To develop an effective process for managing team meetings
- To explore a selection of practical, management tools and techniques that can be applied to the team leader's role
- To create a deeper sense of unity and support within the team to exercise greater levels of support and influence
- To understand areas where the leaders can effect positive change and improvement
- To be involved in the planning and design of the leader's team events

Workshop Content

- Brain Pooling - An introduction to a creative tool that will help the leaders to develop ideas that improve how their teams function and interact
- Effective Meetings - A short session on developing effective meetings
- The Manager's Tool Kit - A selection of simple yet powerful management tools that enable the leaders to develop greater leverage with their teams
- Objective Setting - Creating clear SMART* objectives for each team event
- Learning sets - Developing individual and team commitments and actions

**SMART - Specific, Measurable, Achievable, Realistic, Timed*

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