

## From teacher to leader: middle leadership essentials

### Why should I do this course?

- This training programme is about the practical realities of team leadership, managing people – and managing yourself.
  - Learn how to motivate and empower your team.
  - Be more productive through better time management, prioritising and delegation.
  - Gain confidence in getting buy-in from SLT and showing the value of your leadership.
  - Develop your people skills: coaching, courageous conversations and communicating change.
  - Demonstrate your impact through a self-directed project.

### Suggested participants

- New middle or team leaders.
- More experienced middle leaders who want to refresh and hone their skills.

### Getting to know yourself and your team

#### Motivate more effectively by understanding yourself and your team

- Understand that different people are motivated in different ways.
- Explore leadership styles and when they may be most appropriate.
- Get equipped with tools to get to know your team members better.
- Be able to assess the dynamics of your team and use that information to make good decisions about structures, working styles and tasks.

### Creating a shared team vision

#### Learn how to develop and communicate a shared team vision

- Be collaborative in creating a vision with your team.
- Be confident in empowering staff and encouraging ownership.
- Gather strategies for getting SLT buy-in.
- Plan how to put your vision into action.
- Consider how to maintain positive relationships with your team – even when the going gets tough.

### Being more productive

#### Maintain a healthy work-life balance – and still get the work done

- Get equipped with essential productivity strategies.
- Use prioritization tools to decide where best to focus your energies.
- Learn how to delegate effectively.
- Manage the distractions better: emails, meetings and ad hoc requests.
- Practice relaxation and stress reduction techniques.

### Monitoring team performance

#### Develop and challenge your team to improve through accountability processes

- Consider how to monitor in ways that are constructive, not undermining.
- Give useful, motivating feedback to team members.
- Understand the elements of an effective appraisal process.
- Be ready to be accountable for your team's performance and evaluate their impact on teaching and learning.

### Managing change

#### Be proactive in planning for, managing and communicating change

- Understand the consequences of managing change badly.
- Explore typical responses to change and phases in the change cycle.
- Using scenarios or your project focus, put together a change management plan.
- Gather strategies for communicating change and getting people on board: who needs to be consulted, when and how?

### Demonstrating the impact

#### Demonstrate to SLT the difference your leadership has made

- Explore methods for measuring effectiveness and evaluating impact.
- Learn how to create a 'data story' to illustrate progress.
- Put in place a yearly improvement cycle for your team, including annual review.
- Analyse your project progress and decide how to present findings to colleagues, SLT and network members.