

## Course Summaries: Team Development

### Developing & Coaching Others

- Continuously coaching and supporting the development of team members
- Encouraging learners throughout the learning process
- Effectively handling “coaching moments”

### Leading Successful Projects

- Understanding how projects fit into organizational goals and objectives
- Defining resources, roles and responsibilities
- Monitoring progress, control and completion

### Motivating Team Members

- Self-assessing motivational practices
- Developing a clear action plan for creating a motivating work environment
- Building team members’ confidence and competence

### Solving Workplace Problems

- Defining a problem and its context
- Involving team members in evaluating causes and possible solutions
- Implementing solutions to workplace problems

