

COURSE OVERVIEW SS0935
Team Leader Development Program
Adapting to Change & Focusing on People

Course Title

Team Leader Development Program: *Adapting to Change & Focusing on People*

Course Reference

SS0935

Course Duration

Five days/3.0 CEUs/30 PDHs



Course Date/Venue

Session(s)	Date	Venue
1	August 18-22, 2025	Blue Sea Meeting Room, 4th floor, Blue Sea Hotel, Alimos Marina, Athens, Greece
2	October 20-24, 2025	Boardroom, NH Hotel Plaza de Armas, Seville, Spain
3	December 08-12, 2025	Hampstead Meeting Room, London Marriott Hotel Regents Park, London, UK

Course Description



80% of this course is practical sessions where participants will be engaged in a series of interactive small groups, class workshops and role-plays.



Taking into consideration that KIPIC Team Leaders have gone through various types of training and fresh training perspectives will deem beneficial, the course shall be a cultivation of sharing best practices, innovative training techniques and the latest trends. This will ensure the team leader's engagement in the program as well as elevate the added value to KIPIC.



This course is designed to provide participants with a detailed and up-to-date overview of team leadership development, adapting to change and focusing on people. It covers the change management strategies; how change management becomes a result of organizational strategy; comprehending and responding to organizational/business strategic change efficiently; the essential part of managing the success of business strategic change through the current role; the need for change in business terms adopted by management through linking the change objectives to the overall strategy; and planning and executing change workshop with management.

Further, this course will also discuss the possible risks and impact of change management strategies; managing of risk and the ability to have high tolerance for uncertainty accompanied with change by focusing on the big picture and maintaining emotional stability for self and team; anticipating change and adapting easily by having contingency plans in addition to setting priorities; nurturing effective and positive teams in addition to maintaining team momentum by accepting change to be a continuous process to be implemented over a long period; setting clear directions for team members during periods of change and mobilizing them successfully toward the new targets; and the various roles in managing change and the individual responsibilities of each of these roles.

During this interactive course, participants will learn the characteristics to look for in identifying change champions and sponsors; design change management plans, stakeholders engagement strategies and communication plans; lead the implementation stage of change in a professional manner, focus on people and set high performance standards for the team; identify team's goals and confirms staff actions necessary to achieve goals; define metrics to monitor progress toward achieving the team's goals; provide specific behavioural feedback to subordinates and models those behaviours; experiences to encourage and motivate others; motivate from the "gurus" – from Maslow to McGregor; reward great behaviour and publicly recognizes high performers and encourage building capabilities at all time; and employ cultural behavior, benchmarking against the best, discipline and motivation and "people focused" in contrast to "process focused".

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on team leadership development, adapting to change and focusing on people
- Adapt to change and carryout change management strategies
- Discuss how change management becomes a result of organizational strategy
- Comprehend and respond to organizational/business strategic change efficiently
- Become an essential part of managing the success of business strategic change through your current role
- Articulate the need for change in business terms adopted by management through linking the change objectives to the overall strategy
- Plan and execute change workshop with management as well as identify the possible risks and impact of change management strategies
- Manage risk and the ability to have high tolerance for uncertainty accompanied with change by focusing on the big picture and maintaining emotional stability for self and team
- Anticipate change and adapt easily by having contingency plans in addition to setting priorities
- Nurture effective and positive teams in addition to maintaining team momentum by accepting change to be a continuous process to be implemented over a long period

- Set clear directions for team members during periods of change and mobilize them successfully toward the new targets
- Recognize the various roles in managing change and the individual responsibilities of each of these roles
- Describe the characteristics to look for in identifying change champions and sponsors
- Design change management plans, stakeholders engagement strategies and communication plans
- Lead the implementation stage of change in a professional manner, focus on people and set high performance standards for the team
- Identify team's goals and confirms staff actions necessary to achieve goals
- Define metrics to monitor progress toward achieving the team's goals
- Provide specific behavioural feedback to subordinates and models those behaviours as well as share experiences to encourage and motivate others
- Motivate from the "gurus" – from Maslow to McGregor, reward great behaviour and publicly recognizes high performers and encourage building capabilities at all time
- Employ cultural behavior, benchmarking against the best, discipline and motivation and "people focused" in contrast to "process focused"

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive "Haward Smart Training Kit" (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.

Who Should Attend

This course provides a basic overview of all significant aspects and considerations of team leadership development, adapting to change and focusing on people for KIPIC team leaders.

Training Methodology

This interactive training course includes the following training methodologies as a percentage of the total tuition hours: -

20% Lectures

80% Practical Exercises, Case Studies, Games, Customized Videos, Site Visits, Simulations, Role Play, Group Skill Sessions, Outdoor & Indoor Activities

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Haward's Certificates are accredited by the following international accreditation organizations: -

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Mr. Eric Matthews is a **Senior Management Consultant** with almost **30 years** of extensive experience. His expertise includes **Survey Skills, Interviewing Skills, Interpersonal Skills, Communication Skills, Negotiation Skills, Presentation Skills, Manager Skills, Supervisory & Management Skills, Counselling Skills, Leadership Skills, Customer Satisfaction, Coaching & Mentoring, Team Building, Survey Format & Design, Survey Data Auditing & Tabulation**, Human Resource Management (HRM), Human Resource Development (HRD) Training, Quality Management System (QMS), **Change Management, Project Management, Contract Management, Business Management, Time Management, Performance Management, Performance Appraisal, Managing Problem Situations & Dealing With Difficult People, Leading Multicultural Teams & Managing Diversity, Lean Thinking and Six Sigma, 360 Feedback Assessment, Strategic Leader, Strategic Decision Making and Creative Problem Solving & Decision Making**. Moreover, his experience includes Construction Safety (STOP), Process Safety Management (PSM), Risk Management, Marine Risk Assessment, ISO 14001 (2004) Lead Auditor, OSHA, SHEQ, Industrial Hygiene, Confined Space Entry, Fall Protection, Work Permit & First Aid, Forklift Operations, Accident & Incident Prevention, Site Inspection, HSE Leadership, Safety Attitude and Industrial Plant Safety as well as Pneumatic, Control Systems and Logic Boards. He is currently the **Managing Director of Ken Matthews & Associates Training Consultancy**. Further, he is a **Registered and Certified Trainer** where-in he is delivering various training and consultancy for trainers for so many years, an **Assessor, Moderator, Verifier and Program Designer & Developer** as well as an **Authorized Accreditation Advisor**.

During Mr. Matthews' career life, he has shared his knowledge and practical expertise through the continuous and numerous trainings internationally. He started his profession from various challenging positions such as the **Tooling Engineer, Mechanical Technician, Sea Going Engineer, Safety Officer, Senior Lecturer/Professor, College Mentorship Programme Head, Curriculum & Project Designer, Learning Material Developer, Management Consultant, Trainer & Assessor and Moderator & Verifier**.

Mr. Matthews has **Bachelor** degree in **Industrial & Organizational Psychology with Honours (Cum Laude)**. Further, he is a **Certified Instructor/Trainer; a Certified Trainer/Assessor** by the **City & Guilds of London Institute; a Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM); a Registered SETA Assessor/Moderator/Skills Coach** and an active member of the **British Institute of Works Managers and British Institute of Personnel Managers** and delivered innumerable trainings, courses, seminars and workshops worldwide.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Fee

US\$ 8,800 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

0730 – 0800	<i>Registration & Coffee</i>
0800 – 0815	<i>Welcome & Introduction</i>
0815 – 0830	PRE-TEST
0830 – 0900	<i>Adapting to Change - An Overview</i>
0900 – 0930	<i>Change Management Strategy</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<i>How Change Management becomes a Result of Organizational Strategy</i>
1100 – 1230	<i>Can Change Management Drives Organizational Strategy?</i>
1230 – 1245	<i>Break</i>
1245 – 1315	<i>Comprehend & Respond to Organizational/Business Strategic Change Efficiently</i>
1315 – 1420	<i>How to be an Essential Part of Managing the Success of Business Strategic Change Through Your Current Role</i>
1420 – 1430	Recap
1430	<i>Lunch & End of Day One</i>

Day 2

0730 – 0830	<i>Articulate the Need for Change in Business Terms Adopted by Management through Linking the Change Objectives to the Overall Strategy</i>
0830 – 0930	<i>Plan & Execute a Change Workshop with Management</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<i>The Possible Risks & Impact of Change Management Strategies & How to Manage this Risk</i>
1100 – 1230	<i>The Ability to have High Tolerance for Uncertainty Accompanied with Change by Focusing on the Big Picture & Maintaining Emotional Stability for Self & Team</i>
1230 – 1245	<i>Break</i>
1245 – 1315	<i>The Ability to Anticipate Change & Adapt Easily to it by Having Contingency Plans in Addition to Setting Priorities</i>
1315 – 1420	<i>The Ability to Nurture Effective & Positive Teams in Addition to Maintaining Team Momentum by Accepting Change to be a Continuous Process to be Implemented Over a Long Period</i>
1420 – 1430	Recap
1430	<i>Lunch & End of Day Two</i>

Day 3

0730 – 0830	<i>The Ability to Set Clear Directions for Team Members During Periods of Change & Mobilize Them Successfully Toward the New Targets</i>
0830 – 0930	<i>The Various Roles in Managing Change & the Individual Responsibilities of each of these Roles (Change Champion, Sponsor, Change Agent, Driver)</i>
0930 – 0945	<i>Break</i>

0945 – 1100	<i>What Characteristics to Look for in Identifying Change Champions & Sponsors</i>
1100 – 1230	<i>Design Change Management Plans, Stakeholders Engagement Strategies & Communication Plans</i>
1230 – 1245	<i>Break</i>
1245 – 1315	<i>Lead the Implementation Stage of Change in a Professional Manner</i>
1315 – 1420	<i>Focus on People - An Overview</i>
1420 – 1430	<i>Recap</i>
1430	<i>Lunch & End of Day Three</i>

Day 4

0730 – 0830	<i>Setting High Performance Standards for your Team</i>
0830 – 0930	<i>Identifies Team's Goals & Confirms Staff Actions Necessary to Achieve Goals</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<i>Defines Metrics to Monitor Progress Toward Achieving the Team's Goals</i>
1100 – 1230	<i>Provide Specific Behavioural Feedback to Subordinates & Models those Behaviours</i>
1230 – 1245	<i>Break</i>
1245 – 1315	<i>Shares Experiences to Encourage & Motivate Others</i>
1315 – 1420	<i>Motivation from the "Gurus" – from Maslow to McGregor</i>
1420 – 1430	<i>Recap</i>
1430	<i>Lunch & End of Day Four</i>

Day 5

0730 – 0830	<i>Rewarding Great Behaviour</i>
0830 – 0930	<i>Publicly Recognizes High Performers & Encourage Building Capabilities at All Time</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<i>Cultural Behavior</i>
1100 – 1215	<i>Benchmarking Against the Best</i>
1215 – 1230	<i>Break</i>
1230 – 1315	<i>Discipline & Motivation</i>
1315 – 1345	<i>"People Focused" in Contrast to "Process Focused"</i>
1345 – 1400	<i>Course Conclusion</i>
1400 – 1415	<i>POST-TEST</i>
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch & End of Course</i>

Practical Sessions

80% of this highly-interactive course is practical sessions. Theory learnt (20%) will be applied using various role-plays, case studies and practical sessions.



Course Coordinator

Mari Nakintu, Tel: +971 2 30 91 714, Email: mari1@haward.org