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EXAMPLE TEAM LEADERS PROJECT

Definition of a project

- To make a prediction based on known data
- To propose or plan
- A project has a beginning , middle and end or may lead to another project

One way of planning your project is to use the acronym SREDIM
- S=select the area/ process to be studied
- R=record the relevant data
- E=examine in detail what is being done what could be done and what should be done
- D=develop the best possible new method or process
- I=install the new method
- M=maintain the new method

Why am I doing this –to enable the business to succeed and help consolidate/apply the learning from the modules in a practical way

More specifically, by the end of the programme, each team leader will have demonstrated their ability to:

1. Get more from their team by taking ownership of their own learning and adapting their style to get the best out of team members

2. Communicate more effectively with their managers and/or immediate staff members by listening and questioning more carefully

3. Understand the manufacturing matrices and the consequences of not achieving them

4. Improve results and/or prevent waste by using improvement tools and techniques to get the best out of the resources available

5. Understand the costs involved in manufacturing, how each cost is driven and the impact of costs on income and profit

6. Apply good housekeeping techniques and be aware of the risks and impact of bad practices

What will I get out of it-the chance to practice some skills, prepare you for new opportunities you might have in the future and improve / widen your abilities?

The project enables you to become certified and complete the programme

Who will help me?

Creating a learning/ business project

A major part of this development programme is to give you experience and learning which you can try out with other team leaders

It should be around a key task or project you are already engaged in (or will shortly be engaged in) at work. It should be sufficiently big to last the remaining length of the programme and should be complex enough for you to value the questions ideas & support and challenge of other team leaders in your group.

Ideally the agenda should have two elements to it,

- A technical or business element i.e. where you learn or try to solve an existing problem or define a problem or issue more closely or marketing. or IT or finance

- An interpersonal relations element i.e. where you learn about how to influence people, work in groups, deal with difficult staff or customers .It is up to you which part of the agenda has the most emphasis or importance

Preferably there should be a strong connection between the two elements. As business problems usually come wrapped with a people issue

A project agenda should address the following questions:

What do want to learn about? I.e. what is the question I am asking? What problems and issues am I currently facing that would like to manage letter? Why is it important?

Where am I now? i.e., what do I already know? What is the context? What is the history? What are my strengths arid weaknesses in this area? How do other people see me?

Where do I want to get to? I.e. What does success look like? What are my learning goals? How will I be different?

How am I going to get there? I.e. how will I achieve my learning goals? What learning methods and resources will I use? Who can help me?

How will I know if I've got there? I.e. what are the success indicators?
What will I be able to do differently as a result?

This can be recorded on the Project Development Record

1. Stating the objective
2. Activity plan (the steps you will carry out)
3. The required resources
4. Targets to be achieved by when
5. Progress on a weekly basis
6. Learning gained
7. Learning needed
8. Managers support

Don't forget what you have already learned and done, look back on each of the modules, try out the improvement tools, and build on what you already do

Use the other team leaders as a resource

Some examples that have issues that have been discussed during the training
- How can we reduce wasteful practices?
- How can I get other departments on board and be more helpful to me?
- How can we make induction better?
- How can we get to know what other team leaders do in other sections?
- How can we create a team leader code of conduct that is of value to us and helps us link into new cellular way of working?