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COURSE BROCHURE

# Team Leadership from Hiring to Performance Training Course

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# Team Leadership from Hiring to Performance Training Course

Team Leadership from Hiring to Performance is a 1-week training course for line managers and team leaders who recruit, induct and develop their own staff, and it ends with a team member lifecycle toolkit covering selection, onboarding, coaching and underperformance. Tight labour markets make every hire costly, and weak early management often loses good recruits within months. Jupiter Prime Training follows one team member's journey from vacancy to annual review throughout this course.

## Why Team Leadership from Hiring to Performance Matters Now

Three groups shape this part of a line manager's job. Candidates compare employers closely and judge them by the interview and the first weeks. HR teams increasingly hand selection and induction decisions to line managers rather than running them centrally. Senior leaders measure managers on retention as well as output. A team leader who hires carefully, inducts well and addresses problems early builds a stable, motivated team; one who rushes selection or avoids hard conversations faces constant vacancies. The course draws on competency-based interviewing with the STAR technique, Bruce Tuckman's team development stages and Frederick Herzberg's two-factor theory of motivation.

## Who Gains Most from Team Leadership from Hiring to Performance

- Line managers who sit on interview panels and make hiring decisions
- Team leaders responsible for inducting and training new starters
- Supervisors who conduct probation reviews and confirm appointments
- Section heads handling persistent underperformance or attendance issues
- Managers rebuilding a team after high turnover or restructuring

A department with frequent recruitment gains most when its hiring managers attend together and agree one selection and induction standard.

## Team Leadership from Hiring to Performance Capabilities

Participants work through the stages a team member passes through, from vacancy to established contributor.

- Specify role profiles and competency criteria before advertising — fair and consistent selection
- Assess candidates with structured STAR interview questions — hiring panels and HR partners
- Design a first-ninety-day induction plan for new starters — retention in the early months
- Apply motivation drivers to everyday leadership choices — engagement across the team
- Communicate clear standards and coach towards them — individual development
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Build a fair performance improvement process for persistent gaps — HR and the employee concerned

## Key Team Leadership from Hiring to Performance Terms

- Competency-based interview — a structured interview that asks for evidence of past behaviour against defined role criteria.
- STAR technique — a question format exploring Situation, Task, Action and Result in a candidate's real examples.
- Onboarding — the planned induction that helps a new starter become productive and connected during the early months.
- Psychological contract — the unwritten expectations employer and employee hold about each other beyond the formal contract.
- Performance improvement plan — a time-bound, documented agreement setting specific targets and support for an underperforming employee.
- Stay interview — a conversation with a current team member about what keeps them and what might cause them to leave.

## Team Leadership from Hiring to Performance Day by Day

### Day 1: Selecting the Right People

- Role Profile and Competency Framework — Defining What Good Looks Like
- Competency-Based Interview Design — STAR Questions and Scoring Guides
- Interviewer Bias Awareness — First Impressions, Similarity and Halo Effects
- Selection Panel Discussion — Reaching Fair, Evidence-Based Decisions
- Offer and Pre-Start Contact — Reducing Early Withdrawal

### Day 2: Onboarding and Early Integration

- Induction Plan Template — First Day, First Week, First Quarter
- Buddy System Design — Peer Support for New Starters
- Psychological Contract Conversation — Making Expectations Explicit
- Probation Review Points — Structured Checks and Honest Feedback
- Early Leaver Analysis — Why New Recruits Leave Within Months

### Day 3: Motivation and Team Cohesion

- Herzberg Two-Factor Theory — Hygiene Factors and Motivators at Work
- Tuckman Team Stages — Forming, Storming, Norming and Performing
- Recognition Practices — Timely, Specific and Fair Acknowledgement
- Team Norms Session — Agreeing How the Team Operates
- Stay Interview Guide — Spotting Retention Risks Early

## Day 4: Coaching, Feedback and Underperformance

- Standards Setting — Turning Job Descriptions Into Observable Expectations
- Coaching Conversations — Questions That Build Capability
- Feedback Model — Situation, Behaviour and Impact
- Underperformance Diagnosis — Capability, Motivation or Circumstance
- Performance Improvement Plan — Targets, Support and Review Dates

## Day 5: Practising the Team Member Lifecycle Toolkit

- Mock Interview Panel — Applying STAR Questions and Scoring
- Induction Plan Build — Tailoring the Template to a Real Role
- Underperformance Role-Play — Opening a Difficult Review Conversation
- Team Health Check — Using Tuckman and Herzberg to Diagnose a Case
- Team Member Lifecycle Toolkit — Selection, Induction, Coaching and Improvement Forms

## Applying Team Leadership from Hiring to Performance After the Course

- Use the STAR interview guide and scoring sheet for the next vacancy and debrief the panel on evidence, not impressions.
- Hold a stay interview with each team member within a month and act on one common theme.

## Team Leadership from Hiring to Performance Questions FAQ

### What is team leadership from hiring to performance, and why does it matter now?

It is the line manager's role across a team member's journey, from selection and induction to motivation, coaching and handling underperformance. It matters now because every hire is costly and early departures disrupt teams.

### Which roles gain most from team leadership from hiring to performance?

Line managers, team leaders, supervisors and section heads who recruit and develop their own staff gain most. You benefit if you interview candidates, induct new starters or manage persistent performance gaps.

### How does team leadership from hiring to performance training differ from HR specialist courses?

It equips line managers to carry out people tasks within their own teams. HR specialist courses cover policy design, employment law and organisation-wide processes in greater depth.

## What do you bring back from team leadership from hiring to performance training?

You bring back interview guides, an induction plan template, a stay interview guide and a performance improvement format ready for your own team.

## Team Leadership from Hiring to Performance: The Way Forward

The team member lifecycle toolkit guides the first decision at the next vacancy: what the role truly requires before advertising. Line managers use it from interview to annual review, while HR partners use it to keep practice consistent. After the first hire, revisit the induction plan, because new starters reveal which early weeks need more support.