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COURSE BROCHURE

Action Centred Leadership Training Course for Line Managers

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Kuala Lumpur

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Registered in the United Kingdom and Saudi Arabia

Action Centred Leadership Training Course for Line Managers

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Action Centred Leadership is a 1-week training course for team leaders and line managers who must deliver results while keeping a group cohesive and each person motivated, and it produces a three-circles leadership action plan. Leaner teams and tighter deadlines tempt managers to drive the task and neglect people, which quietly erodes morale and retention. Jupiter Prime Training delivers this course on Action Centred Leadership for practising line managers.

Why Action Centred Leadership Matters Now

Line managers today face three competing pulls: senior leaders who track output weekly, teams that span shifts, sites or hybrid arrangements, and individuals who expect recognition, growth and a voice. Leaders who keep task, team and individual needs in balance hold performance steady through pressure; those who overweight one circle see either missed targets, cliques or quiet disengagement. The course rests on John Adair's Action Centred Leadership ACL model with its three overlapping circles and functions of leadership, supported by Tuckman's stages of group development and Herzberg's two-factor theory of motivation.

Who Gains Most from Action Centred Leadership

- Line managers who allocate daily work and answer for a unit's output
- Team leaders who hold shift, project or service teams together under pressure
- Section heads who coordinate several small groups toward one objective
- Managers who handle individual motivation, recognition and development conversations
- Project coordinators who lead temporary teams drawn from several functions

A cohort of line managers from one division gains most when they attend together and share one leadership vocabulary.

Action Centred Leadership Capabilities

Participants learn to read which circle needs attention at any moment and to act through specific leadership functions.

- Assess the current balance of task, team and individual needs in a unit — for the line manager's own priorities
- Apply the functions of planning, initiating, controlling, supporting, informing and evaluating — for day-to-day running of a team
- Design a briefing that defines the task, standards and roles clearly — for team members starting new work
- Build team cohesion using Tuckman's stages — for groups that are forming or in conflict
- Weigh individual motivators using Herzberg's two-factor theory — for recognition and development choices
- Communicate a balanced leadership response to a live scenario — for senior managers reviewing team results

Key Action Centred Leadership Terms

- Three Circles Model — the overlapping needs of achieving the task, building the team and developing the individual.
- Task Need — the requirement to reach a defined objective to agreed standards, time and resources.
- Team Maintenance — actions that build cohesion, shared standards and cooperation within a working group.
- Individual Need — what each person requires to contribute fully, such as recognition, challenge and growth.
- Leadership Functions — the repeatable actions of planning, initiating, controlling, supporting, informing and evaluating.
- Briefing — a structured session where a leader explains the objective, plan, roles and standards to the group.

Action Centred Leadership Day by Day

Day 1: The Three Circles in Practice

- Three Circles Model — Diagnosing Where a Team Is Out of Balance
- Leadership Self-Audit — Rating Personal Attention to Each Circle
- Leader Versus Manager Roles — Choosing When to Direct or Enable
- Case Contrasts From Construction and Retail — Spotting Overweighted Circles
- Stakeholder Expectations Map — Linking Senior Targets to Team Reality

Day 2: Achieving the Task

- Defining the Objective — Turning Targets Into Clear Team Aims
- Planning Function — Sequencing Work, Resources and Contingencies
- Structured Team Briefing — Setting Standards, Roles and Deadlines
- Controlling Function — Monitoring Progress Without Micromanaging
- Evaluating Function — Reviewing Outcomes Against Agreed Standards

Day 3: Building the Team

- Tuckman's Stages of Group Development — Judging Where the Team Stands
- Team Norms Charter — Agreeing How the Group Works Together
- Handling Team Conflict — Restoring Cohesion After Disagreement
- Informing Function — Keeping Everyone Connected Across Shifts or Sites
- Team Learning Debriefs — Capturing Lessons After Each Milestone

Day 4: Developing the Individual

- Herzberg's Two-Factor Theory — Separating Hygiene Factors From Motivators
- Supporting Function — Encouraging Effort and Removing Obstacles
- Strengths-Based Task Allocation — Matching People to Assignments
- One-to-One Conversations — Agreeing Development Goals With Each Person
- Setting an Example — Modelling the Standards Expected of Others

Day 5: Practising the Three-Circles Leadership Action Plan

- Balanced Response Simulation — Applying All Three Circles to a Crisis
- Briefing Rehearsal — Delivering a Task Briefing to Peers
- Team Health Check — Using Tuckman and Norms to Assess a Real Team
- Individual Motivation Map — Applying Herzberg to Direct Reports
- Final Three-Circles Leadership Action Plan — Actions per Circle and Review Points

Applying Action Centred Leadership After the Course

- Run a structured team briefing for the next piece of work, covering objective, plan, roles and standards, and ask the team to rate its clarity.
- Hold one-to-one conversations with each direct report using the Herzberg motivation map and record one development action per person.

Action Centred Leadership Questions FAQ

What is Action Centred Leadership and why does it matter now?

Action Centred Leadership is a model that asks leaders to balance the needs of the task, the team and each individual. It matters now because pressure on output often pushes people needs aside, and that imbalance shows up in turnover and conflict.

Which roles gain most from Action Centred Leadership training?

Line managers, team leaders and project coordinators who run groups day to day gain most, whether in a hospital ward, a logistics depot or a finance office.

How does Action Centred Leadership differ from a situational leadership course?

Action Centred Leadership focuses on balancing three areas of need across the whole group, while situational leadership adjusts style to one person's readiness for a task. The two complement each other, and this course centres on the three circles.

What do you bring back from Action Centred Leadership training?

You bring back an action plan with specific steps for the task, the team and each individual you lead, plus a briefing structure and a team health check you can reuse.

Action Centred Leadership: The Way Forward

The three-circles leadership action plan lists what each manager will do differently for the task, the team and individuals over the coming quarter. Its first decision is which circle needs attention most urgently. The manager and their own leader review it together, and after a few weeks the balance between circles is worth checking again with team feedback.