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# Team Capability Development Planning for Managers Training Course

19 – 23 April 2027
Singapore

# Team Capability Development Planning for Managers Training Course

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Team Capability Development Planning for Managers is a 1-week training course for line managers and new department heads who must grow what their teams can do, and it produces a Team Capability Development Plan. Organisations now expect managers to build skills inside the team rather than wait for hiring or central training to fill gaps. This course on Team Capability Development Planning is delivered by Jupiter Prime Training.

## Why Team Capability Development Planning Matters Now

Three forces make team capability development planning a core management task today: roles that change faster than job descriptions, tighter hiring budgets that push managers to grow talent internally, and staff who stay longer when they see a clear path to new skills. A manager who maps skills, clarifies roles and coaches deliberately builds a team that absorbs change and covers absences. One who relies on goodwill sees single points of failure and stalled performance. The course rests on Tuckman's stages of group development, the RACI responsibility matrix, the GROW coaching model and the 70-20-10 learning model.

## Who Gains Most from Team Capability Development Planning

- Line managers responsible for the daily output and skills of a working team
- New department heads inheriting teams with uneven experience
- Supervisors who allocate tasks and cover absences across shifts
- Project leads forming new teams from several functions
- HR business partners supporting managers with team growth

A department that sends several first-line managers together gains most, because they can agree one skills matrix format and share cross-training across their teams.

## Team Capability Development Planning Capabilities

Participants leave able to read where a team stands, decide which skills to grow first and turn coaching and delegation into steady capability gains.

- Assess team maturity using Tuckman's stages to choose a fitting leadership response — team members
- Build a skills matrix that shows coverage, depth and single points of failure — department heads
- Design a team charter and RACI matrix that settle roles and decision rights — cross-functional partners
- Apply the GROW coaching model in development conversations — individual team members
- Specify delegation steps that stretch people while protecting service levels — internal customers
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Test progress through regular performance check-ins and capability reviews — senior management

## Key Team Capability Development Planning Terms

- Team capability — the combined skills, knowledge and routines a team can reliably apply to deliver its work.
- Skills matrix — a grid listing tasks against people, rating each person's proficiency to reveal coverage gaps.
- Tuckman's stages — forming, storming, norming, performing and adjourning, a model of how groups mature over time.
- RACI matrix — a chart showing who is Responsible, Accountable, Consulted and Informed for each task or decision.
- GROW model — a coaching structure moving through Goal, Reality, Options and Way forward in a conversation.
- 70-20-10 model — a learning model weighting on-the-job experience, learning from others and formal training.

## Team Capability Development Planning Day by Day

### Day 1: Reading Team Maturity

- Tuckman's Stages of Group Development — Diagnosing Where the Team Stands
- Team Climate Survey — Spotting Trust and Morale Signals
- Strengths Inventory — Recognising What Each Member Brings
- Team Purpose Statement — Linking Daily Work to Departmental Aims
- Leadership Style Flexing — Matching Approach to Team Stage

### Day 2: Roles and Agreements

- Team Charter Drafting — Setting Shared Norms and Expectations
- RACI Matrix — Clarifying Decision Rights and Handoffs
- Role Profile Refresh — Aligning Duties With Current Work
- Meeting Rhythm Design — Choosing Huddles, Reviews and One-to-Ones
- Conflict Early-Warning Signs — Deciding When to Step In

### Day 3: Mapping and Growing Skills

- Skills Matrix Construction — Rating Proficiency Across Critical Tasks
- Single-Point-of-Failure Analysis — Prioritising Cover for Key Tasks
- 70-20-10 Learning Mix — Choosing Experience, Peer and Formal Routes
- Cross-Training Rotation — Building Backup Depth Without Losing Output
- Individual Development Plans — Sequencing Growth Goals per Person

## Day 4: Coaching and Delegation

- GROW Coaching Conversations — Unlocking Options and Ownership
- Delegation Ladder — Increasing Autonomy Step by Step
- Feedback Using Situation-Behaviour-Impact — Reinforcing Growth Behaviours
- Performance Check-In Cadence — Reviewing Progress Against Development Goals
- Recognition Practices — Sustaining Motivation During Skill Building

## Day 5: Practising the Capability Plan

- Team Diagnosis Simulation — Applying Tuckman and Climate Data in a Logistics Case
- Charter and RACI Rework — Resolving Role Overlap in a Healthcare Case
- Skills Matrix Peer Review — Testing Cover Priorities and Rotation Choices
- Coaching Role Play — Practising GROW and Delegation Steps
- Team Capability Development Plan — Completing Priorities, Owners and Review Points

## Applying Team Capability Development Planning After the Course

- Run a skills matrix session with the team and agree the two single points of failure to cover first through cross-training.
- Hold a GROW coaching conversation with each direct report and record one delegated task that stretches their current role.

## Team Capability Development Planning Questions FAQ

### What is Team Capability Development Planning and why does it matter now?

Team Capability Development Planning is the deliberate mapping and growing of a team's skills through roles, coaching and delegation. It matters now because roles shift quickly and managers are expected to build talent inside the team rather than wait for new hires.

### Which roles gain most from Team Capability Development Planning training?

Line managers, new department heads, supervisors and project leads who shape how a team's skills grow gain most, with examples drawn from logistics and healthcare teams.

### How does Team Capability Development Planning differ from a team-building course?

Team Capability Development Planning focuses on mapping skills, roles and growth routes over months. A team-building course centres on relationships and trust through shared activities; this course gives managers a structured route to lasting capability.

## What do you bring back from Team Capability Development Planning training?

You bring back a team diagnosis, a charter and RACI matrix, a skills matrix with cover priorities, development plans for each person and a coaching and delegation routine.

## Team Capability Development Planning: The Way Forward

The Team Capability Development Plan first informs which skills gaps a manager closes in the coming quarter. Managers use it in one-to-ones, team members see their own growth routes in it, and department heads use it to judge cover and succession. After its first review cycle, revisit the skills ratings, since rotations and new work change what the team needs.