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COURSE BROCHURE

First Team Lead Management Skills Training Course

24 – 28 May 2027
Singapore

jupiterprime.uk
info@jupiterprime.uk
Registered in the United Kingdom and Saudi Arabia

First Team Lead Management Skills Training Course

Ref: 2161_79683 **Date:** 24 – 28 May 2027 **Location:** Singapore **Fees:** 6900 GBP

First Team Lead Management Skills is a 1-week training course for engineers, clinicians and other technical specialists stepping into their first team-lead role, and each participant leaves with a 90-Day Team Lead Handover Plan. Organisations promote their strongest experts into leadership, yet many of those experts keep doing the technical work themselves and leave the team unled. The course is delivered by Jupiter Prime Training.

Why First Team Lead Management Skills Matters Now

Three pressures shape the first team-lead role today. Skill shortages in engineering and clinical services mean experts are promoted earlier, often with no preparation for leading former peers. Hybrid rosters and shift patterns make informal supervision harder, so structured one-to-ones and clear delegation matter more. A team lead who handles the shift well keeps knowledge flowing and retains good people; one who clings to the specialist task creates bottlenecks, burnout and avoidable errors. The course rests on recognised practice in situational leadership, delegation levels and structured feedback.

Who Gains Most from First Team Lead Management Skills

- Specialists newly responsible for allocating technical or clinical tasks across a small group
- Senior practitioners who now run rotas, handovers and daily briefings for former peers
- Experts asked to coach junior staff while still carrying part of the caseload
- Technical leads accountable for quality, safety checks and sign-off within their unit
- Practitioners preparing for a formal supervisory appointment in the next year

A department that sends several newly appointed leads together gains most, as they share one language for delegation and feedback.

First Team Lead Management Skills Capabilities

The outcomes centre on the shift from doing expert work to arranging it through others.

- Assess which personal technical tasks to keep, hand over or stop — the lead's own diary
- Apply delegation levels matched to each colleague's readiness — task owners and reviewers
- Design a one-to-one rhythm with clear agendas and notes — each team member
- Weigh competing requests with a priority matrix — the line manager and service users
- Communicate early performance concerns with structured feedback — the colleague and the unit
- Build a 90-day handover and development sequence — the sponsoring manager

Key First Team Lead Management Skills Terms

- Expert-to-lead transition — the shift from personal technical output to results delivered through a team.
- Delegation level — the degree of authority handed over, from doing as instructed to deciding and reporting afterwards.
- Readiness — a colleague's current competence and confidence for a specific task, which sets the right leadership style.
- One-to-one — a regular private meeting between lead and team member focused on progress, obstacles and growth.
- Priority matrix — a grid sorting requests by urgency and importance to decide what to act on, schedule, delegate or drop.
- Situation-behaviour-impact feedback — a feedback format describing the situation, the observed behaviour and its effect on work.

First Team Lead Management Skills Day by Day

Day 1: From Expert to Team Lead

- Expert-to-Lead Transition Map — What Changes in Daily Accountability
- Role Expectations Interview — Agreeing Scope with the Line Manager
- Time Audit of Specialist Tasks — Which Work to Keep or Release
- Leading Former Peers Scenarios — Resetting Boundaries Without Losing Trust
- Personal Leadership Style Inventory — Strengths and Blind Spots as Lead

Day 2: Delegating Technical and Clinical Work

- Delegation Levels Ladder — Matching Authority to Task Risk
- Readiness Assessment Grid — Choosing Directing, Coaching or Supporting Styles
- Task Briefing Template — Outcome, Limits, Check Points and Resources
- Safety-Critical Sign-Off Rules — Where Delegation Must Stay Supervised
- Engineering and Ward Delegation Cases — Spotting Over- and Under-Delegation

Day 3: Priorities, Rotas and Daily Rhythm

- Urgency-Importance Priority Matrix — Handling Competing Requests Fairly
- Shift Handover Checklist — Keeping Continuity Between Rotas
- Daily Team Briefing Format — Short Huddles That Surface Problems
- Saying No Upward Script — Protecting Capacity with the Line Manager
- Workload Visibility Board — Balancing Caseload Across the Team

Day 4: One-to-Ones and First Performance Conversations

- One-to-One Agenda and Notes Log — Building a Regular Coaching Rhythm
- GROW Coaching Questions — Helping Colleagues Solve Their Own Problems
- Situation-Behaviour-Impact Feedback — Raising Concerns Early and Specifically
- Expectation Reset Meeting — Addressing Missed Standards Without Blame
- Recognition Practices — Reinforcing Good Clinical and Technical Habits

Day 5: Practising the 90-Day Team Lead Handover Plan

- Delegation Rehearsal with Peers — Applying the Readiness Grid Live
- One-to-One Role Play — Testing the Agenda and Feedback Model
- Priority Clash Simulation — Using the Matrix Under Time Pressure
- Sponsor Check-In Agreement — Securing Support from the Line Manager
- 90-Day Team Lead Handover Plan — Final Draft and Peer Critique

Applying First Team Lead Management Skills After the Course

- Run a first round of one-to-ones with every team member using the agenda and notes log.
- Hand over one specialist task per week using the delegation levels ladder.

First Team Lead Management Skills Questions FAQ

What are first team lead management skills and why do they matter now?

They are the practical skills a specialist needs to lead a team for the first time: delegating, prioritising, holding one-to-ones and giving feedback. They matter now because experts are promoted earlier, and an unprepared lead quickly becomes a bottleneck.

Which roles gain most from first team lead management skills training?

Newly appointed technical and clinical leads gain most. Engineers running a crew and senior nurses coordinating a shift apply the methods directly.

How does first team lead management skills training differ from a middle-manager course?

It focuses on the very first step into leadership. A middle-manager course covers strategy cascades and leading other managers; this course covers releasing your own expert tasks, delegating safely and having your first one-to-ones and performance conversations.

What do you bring back from first team lead management skills training?

You bring back a 90-day handover plan agreed with your manager. It lists the tasks you will release, to whom and at what delegation level, plus your one-to-one rhythm.

First Team Lead Management Skills: The Way Forward

The 90-Day Team Lead Handover Plan first informs which specialist task the new lead releases in week one. The lead, the sponsoring manager and each team member use it to track delegation and one-to-ones. After its first month, revisit the readiness grid: colleagues grow quickly, and the delegation level that suited them at the start will soon be too tight.