Developing and Leading Teams
LEAD6202

Course Outline – Online

Description:

Working with teams is essential for achieving organizational goals, and yet developing successful teams is often the greatest challenge organizations face. Effective teams don't just happen by chance—they result from intentional leadership with the flexibility to adapt to different needs, characteristics, and goals. This course will help you develop your knowledge about different types of teams and their characteristics, and it will provide you with the skills to support you as a team leader or team member.

Course Goals:

This interactive, online course involves recognizing the stages of team development and how an effective leader can support teams in achieving their goals. Participants will be able to identify the different types of teams and the characteristics of successful teams. Leadership skills will be examined in the context of how they affect team behaviour.

Course Objectives: At the completion of this course, the student will be able to:

- Explain how values and leadership characteristics affect developing and leading teams
- Identify the benefits of a successful team approach to achieving goals
- Compare the different types of teams, their advantages, and challenges
- Describe the four stages of team development
- Illustrate the importance of team norms and how and when to create them
- Examine what is necessary to advance a team to the next stage of development
- Recommend the best method of team decision making for a given situation
- Develop strategies to guide team behavior and appropriately channel team conflict
- Identify the external and internal supports required for team effectiveness

Evaluation: This is a graded course where a complete or incomplete will be issued. In order to receive a completion for this course, a student must:
- Participate in the weekly discussion questions posted via OWL (both posting novel content and adding to other's thoughts)
- Complete the course assignment - due by last date of the course

Policy on Cheating and Academic Misconduct:

Academic honesty is a cornerstone of conduct at Western University. We cannot have freedom of expression without integrity. Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences; please refer to the section on "Scholastic Offences" in the current University Academic Calendar, or on the web at http://www.westerncalendar.uwo.ca. Such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course any academic work for which credit has previously been obtained or is being sought in another course in this University or elsewhere (without the knowledge and approval of the instructor to whom the work is submitted). Students enrolled in non-degree courses are expected to abide by the University's code of conduct.

This course outline is a sample only and is subject to change.

Code of Student Conduct:

The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at Western University, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow. For the complete Code of Student Conduct: http://www.uwo.ca/univsec/pdf/board/code.pdf.

Plagiarism:

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between Western University and Turnitin.com (http://www.turnitin.com).

How often will the instructor communicate with me?

The instructor will reply to course questions within 24 hours of submission.

Policy on Late Assignments:

All assignments must be submitted by the final course date. Any assignments submitted late without advanced permission by the instructor will be recorded as incomplete.

How do I hand in assignments?

All assignments will be submitted electronically through OWL using the assignment tool. Failure to meet deadlines without the instructor's written permission will be subject to the late assignment policy. It is the student's responsibility to ensure that all assignments forwarded to the instructor arrive before the due date. If you experience difficulty in submitting assignments through OWL, you are responsible for contacting the instructor.

When will I receive my grades?

Final grades will be available 2 weeks after the last scheduled day of the course. A grade report can be printed from myWCS.

Western Digital Badge

If you have met the course requirements for this Western approved micro-credential, you will receive an email from MyCreds to claim your digital badge. Badges are embedded with data that verifies your skills and achievements. Share them with your employer, on LinkedIn and other social media sites.

Course Schedule: Four consecutive weeks

You should expect to engage in 3-5 hours of required and optional activities each week. Required activities may include any of the following: Zoom meetings, quizzes, online discussion, assignments, listening to pre-recorded lectures, polls, watching short content videos, and readings. It is highly recommended that you attend live sessions, however if you are not able to attend, a recording of the session will be provided approximately 24-48 hours after the session.

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Lesson	Topics
Week 1: *What is Your Leadership Approach?*	● Your leadership ● Reflecting on your values ● Why Teams?
Week 2: *Team Essentials*	● Types of teams (virtual, single project, ongoing) ● Stages of team development
Week 3: *Evolving the Team*	● Team Creation ● Team norms ● Developing Teams
Week 4: *Supporting the Team*	● Fostering an Inclusive Climate ● Conflict ● Team Support

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