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LEADERSHIP AND MANAGEMENT

# The Effective Shift Team Leader

Professional training programme



## SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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## — Workshop Overview

This The Effective Shift Team Leader training course is specifically designed to enhance the skills and knowledge of Shift Team Leaders in the Exploration & Production, Oil, Gas, and Petrochemical industries. Shift Team Leaders play a crucial role as the key interface between line management and the workforce. Through a highly interactive and engaging format, participants will learn about the critical aspects of their role, including effective management and leadership, problem-solving techniques, coaching for improved performance, resource allocation, and team development. This course is essential for any Shift Team Leader aiming to excel in their role and drive team success in the industry. This training course will feature:

- The importance of the Shift Team Leader role for organizational success
- Your own self-awareness to manage yourself and others
- The analysing of risks and problems and providing effective decisions
- How to manage people through excellent interpersonal skills, coaching and communication techniques
- Methods to develop increased performance management
- Developing people and increasing your team performance

### Why Attend

This training course will utilize a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This will include highly interactive training covering the latest theories and 'best practices', targeted case studies, personal assessments, relevant topic related videos, and

### Who Should Attend

Team Leaders  
Shift Team Leaders  
Supervisors  
Newly promoted, or identified future Team Leaders, Shift Leaders or Supervisors

## — Learning Objectives

- Understanding your self-awareness, as well as your role in the organisation and management style in order to effectively apply self-management
- Defining effective problem solving, risk identification and analysis within your working environment
- Applying powerful interpersonal techniques to improve communication and manage others effectively
- Applying development, coaching and feedback techniques to increase optimum people performance management
- Improve team cohesion and impact on production through your management and actions

## — Course Outline

### DAY 1

#### **Day One: The Important Role of the Shift Team Leader**

- Shift Team Leader: defining the role in critical operations
- Managing or Leading as a Team Leader
- Critical Power Bases: how to utilise these effectively
- Key characteristics of successful Shift Team Leaders
- Inspiring change and innovation for continuous improvement
- Achieving Shift Team Leader Excellence

### DAY 2

#### **Day Two: Solving Work Problems and Allocation of Resources**

- Defining operational problems in the industry
- Technical problem-solving models and techniques
- Practical and effective decision-making processes
- Effective planning and time management of tasks
- Allocating resources effectively and efficiently
- Ensuring job enrichment and motivation with your team
- How to delegate tasks to achieve optimum commitment

### DAY 3

#### **Day Three: Mastering Key Interpersonal skills and Hand Over Briefing**

- Developing key interpersonal skills in the industry
- Overcoming communication barriers in the workplace
- Powerful communication and interpersonal techniques
- How to influence the outcome of your team's performance
- Conducting effective hand-over briefs for safe operation
- Managing conflict assertively with your team

### DAY 4

#### **Day Four: Leading and Managing your Team for Operational Success**

- Factors for enhanced Team development
- Group dynamics in the oil, gas and petrochemical industry
- Team Role profile
- Operational problem solving & decision making
- Increasing team performance: ensuring a safe environment

DAY

5

## Day Five: Developing your Team for Increased Operational Performance

- Development options and planning
- Ways of Developing team members
- Workplace coaching: practical techniques
- Giving powerful feedback to increase performance
- Next Steps

## — Upcoming Classroom Dates

| DATE                  | LOCATION                 | FEE    |
|-----------------------|--------------------------|--------|
| 12 - 16 October 2026  | Barcelona - Spain        | €1,925 |
| 9 - 13 November 2026  | Frankfurt - Germany      | €1,625 |
| 14 - 18 December 2026 | Rome - Italy             | €2,125 |
| 18 - 22 January 2027  | Vienna - Austria         | €2,125 |
| 15 - 19 February 2027 | Barcelona - Spain        | €1,925 |
| 15 - 19 March 2027    | Cape Town - South Africa | €1,420 |
| 19 - 23 April 2027    | Frankfurt - Germany      | €1,625 |
| 17 - 21 May 2027      | Barcelona - Spain        | €1,925 |

## — Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact [info@sparktraining.eu](mailto:info@sparktraining.eu) or +31 85 115 0004.