Lejeune Leadership Institute

Marine Corps University

Marine Corps Civilian Leadership Development Program

Lead Teams

(Civilian Leadership Development Seminar)

Overview

The Lead Teams seminar course is the second Lejeune leadership Institute (LLI) produced Civilian Leadership Development Seminar course for Marine Corps University (MCU). The course was initiated in Sep 2016 and completed in May 2017. Since its inception, the course has been presented to organizations both in and outside of the Marine Corps. It has been received with very favorable feedback and its impact has met its intended outcomes. The course was reviewed, and updated in March of 2022 by Dr. James I. Van Zummeren, Deputy Director of the LLI, Mr. Jamie Deets, Branch Head, Civilian Leadership Development Branch, LLI, and Ms. Cynthia Dowd, Program Manager, Civilian Leadership Branch, LLI.

It is a three-day seminar based course stressing team leadership development concepts. The course framework consists of six four-hour seminar sessions spread over three days. Students are provided selected leadership and other relevant readings in preparation for the daily sessions. During each session students explore various applications of leadership concepts through discussions; reflections, introspection of self, critical thinking, solutions-orientation and analysis skills needed for and by leaders. The seminar sessions are instructor led facilitation with student interaction, and group work to reinforce session learning objectives. The group activities are student led with presentations or feedback given to the seminar.

***A) Day One: Defining and Explaining Team Building***

Session One: What is a Team?

Purpose:Students are provided with an opportunity to explore and discuss the importance and power of work teams in our federal agencies during this seminar session. Session One will focus on better understanding the meaning of teams, what are the characteristics of effective teams, and the advantages and disadvantages of using teams in the workplace.

Learning Objectives:

1. Explain the meaning of team

2. Describe characteristics of effective teams

3. Understand the advantages and disadvantages of a team

Session Two: Leading a Team

Purpose: Students are provided with an opportunity to explore and discuss how to build and sustain team leader qualities and abilities when leading work teams in federal agencies. Session Two will focus on understanding what makes an effective team leader; examine qualities of a team leader, and developing an action plan for building oneself into an effective team leader.

Learning Objectives:

1. Comprehend and explain what a Team Leader is

2. Define and describe Team Leader qualities

3. Build and apply an action plan to becoming an effective Team Leader

***B) Day Two: Building and Communicating within Teams***

Session Three: Build Teams

Purpose: Students are provided with an opportunity to explore and discuss the importance and power of work teams in our federal agencies during this seminar session. Session Three will focus on better understanding the type of team needed in the work place; the responsibilities and roles of team members, the stages of team development, team dynamics and dysfunctions of teams.

Learning Objectives:

1. Determining the type of team needed

2. Understanding roles of team members

3. Analyzing the stages of team development

1. Examine dysfunctions of teams

Session Four: Communicating in a Team

Purpose: Students are provided with an opportunity to explore and discuss the importance and power of work teams in our federal agencies during this seminar session. Session Four will focus on effective communication used in teams. Key is the role the leader plays in communicating with clarity and purpose.

Learning Objectives:

1. Define and describe Team communication
2. Apply the art of Listening and Brainstorming
3. Understand the importance and application of Electronic Mediated Communication

***C) Day Three: Ethics and Reflections of Leadership Development***

Session Five: Ethics and Teams

Purpose: The purpose of this session is to analyze the role of ethics and values as they relate to a team leader in the workplace. The primary outcome of this session is to provide students with the knowledge and skills required to make ethical decisions and to serve the Marine Corps professionally and clarifying their individual ethical framework in reference to the Marine Corps and the Government Employee Code of Ethics. The goal is to help the student recognize and act appropriately when facing ethical dilemmas as a team leader.

Learning Objectives:

1. Understand and explain Team ethics

2. Understand and explain ethical Team leadership

3. Writing an individual reflective summary of the course—Lead Teams (content and future application)

Session Six: Reflections on Lead Teams

Purpose: This session affords students the opportunity to self-assess their learning during the seminar and determine how they will apply that new knowledge in their futures. Their thoughts will be shared and discussed with the seminar.

Learning Objectives:

1. Identify concepts learned and collaborate to develop a group presentation

2. Reflect on skills learned to enhance continuous self-awareness and team leadership