# Leadership & Teamwork @ Sea

From global trade and passenger transport to national defense and more, the maritime industry plays a critical role in the world.

For a ship to function as it needs to, every mariner must do their part.

As with any team, leaders are necessary to provide directives and oversee the crew.

At every level, crew members must exercise leadership skills to bring out the best in both them and their fellow mariners.

The human element and team performance are increasingly recognized as being fundamental to safe and efficient vessel operations.

**100% Distant Learning**

CERTIFIED MANAGEMENT SYSTEM
ISO 9001

COMPLIANCE
IMO
MODEL COURSE 1.39

ΠΑΝΕΠΙΣΤΗΜΙΟ ΑΙΓΑΙΟΥ
UNIVERSITY OF THE AEGEAN

PPP
Purpose - People - Process

e- learning

# Leadership & Teamwork @ Sea

- The goal of the Leadership and Teamwork at Sea Course is to give professional mariners and senior vessel support personnel an in-depth overview of relevant and applicable information that describes, explains and clarifies the behavior and actions manifested by effective, efficient leaders and to provide applicable information, techniques and practices on verbal and written communications, address the issues of interpersonal conduct maritime leaders might face and provide resource management and time-saving techniques that can be applied to meetings.

- Collectively, the training and educational material presented in this course will augment and enhance individual leadership skills and can be applied on a day-to-day basis in leadership positions by those responsible for the safe, efficient, and effective operation of an individual vessel or a fleet of vessels.

- Across industries, demonstrating leadership skills is key to thriving in an existing role as well as to being promoted to new roles. As mariners gain more years of experience and additional training, they may be able to advance in their careers, but to be ready to take on new roles, they must sharpen their leadership skills in addition to their technical skills.

## Learning objectives

The L&T@S Course empowers leaders to deliver on innovation, adapt to rapidly changing maritime environments, and lead teams to increase productivity, accelerate growth, and achieve organizational goals through deliberate performance management and coaching.

This course provides trainees with awareness and understanding of the key human factors influencing effective resource management. During the course they will acquire and develop tools and practical skills to enhance theirr maritime resource management capability.

Following attendance on the course the trainees will have a real understanding of management, leadership, and accountability and by developing their personal leadership skills and they will be able to improve the effectiveness of their operation in meeting the best practice requirements of the industry.

During the course they will develop the knowledge and skills to address:

- **Situation and risk assessment:** understand the influence of a situation and risk assessment in the principles and practice of decision making at an operational level.

- **Situational awareness:** how to acquire and maintain situational awareness and accidents and increasing safety margins.

- **Communication:** how to recognize and apply best practice in communication and be aware of barriers to communication and how these may adversely affect situational awareness.

- **Shipboard training:** to understand the aim of shipboard training, the principles of learning and methods of developing human potential.

- **Culture:** how to recognize and respond to cultural issues including cultural awareness and bias including national, organizational, departmental, and personal cultural approaches.

- **Team-working:** to recognize team working models and conflict management style.

- **Leadership and management:** to recognize and demonstrate effective leadership behaviors.

- **Workload management:** understand the concept of task and workload management and be able to apply it. Recognizing fatigue and stress in yourself and others and developing strategies for dealing with them.

# PPP Learn your matitime soft skills partner!

# E-learning modules

The following e-Learning modules cover critical leadership skills, create a robust, multi-modal learning experience and ensures that participants have the competence and confidence to apply what they learned, making the leadership training stick.

## Performance Leadership
**Duration: 60 min**

During this 45-minute eLearning, you will learn specific tools to help you master the skills needed to manage the performance of your team and become an even more effective leader. You will learn to analyze an employee's performance and determine the most effective way to improve that performance. You will explore the importance of feedback and examine a simple difficult conversation model, which can be used to bring unacceptable performance or behavior to acceptable performance or behavior. In addition, you will be introduced to a simple and effective coaching model that will help turn good performers into great, engaged performers.

## Effective Delegation
**Duration: 45 min**

Too many leaders view delegation as a way to lessen their own workload, period. Effective leaders know how to use delegation to develop the competence and confidence of their employees.

In this e-Learning module, you will discover how to use delegation to develop your people by utilizing **PPP Learn's Levels of Delegation Model**. The benefits of delegation will motivate you to put this model into practice with your team today.

## Motivation
**Duration: 45 min**

There is a direct correlation between motivation and recognition, and high performance. This e-Learning module will introduce some fresh approaches to motivate your people. You will learn how to use recognition to ignite your employees' inner drive.

You will learn techniques that will help you recognize and motivate ALL employees based on their tangible and intangible contributions, their growth, their effort, and even their potential. This eLearning will help you build a culture of recognition where trust and growth flourish.

## Effective Communication
**Duration: 45 min**

Communication is one of the most important skills businesses have at their disposal in these turbulent times. The main reason people fail at work and in their relationships is a lack of effective communication skills. The program includes the following modules:
- What is effective communication and a model of effective communication.
- Identifying personal barriers and learning of strategies to overcome wrong perceptions and other barriers.
- Applying the Speaker's duties to promote effective communication.
- Applying the Listener's duties to promote effective communication.

## Effective feedback
**Duration: 45 min**

In this eLearning, you will study the **PPP Learn's Feedback Conversation Model**. Using this model to provide feedback encourages and enables employees to change.

After the demostration of the model through examples and tests you will apply PPP Learn's Feedback Model in specific scenarios that will provide YOU with feedback on your skill in delivering powerful feedback.

## Performance Coaching
**Duration: 45 min**

In this e-learning yoy will study a simple and effective coaching model that will help turn good performers into great, engaged performers, the **PPP Learn's Coaching Conversation Model**. In this eLearning you will help a leader new to using PPP Learn's Coaching Conversation Model. You will have the opportunity to help her select the best responses during a coaching session she is having with her employee.

This eLearning provides you with valuable practice applying PPP Learn's Coaching Conversation Model.

## Succesful Difficult Discusions
**Duration: 45 min**

In this e-Learning, you will study **PPP Learn's Difficult Conversation Model** and how the model ensures successful results when dealing with employees who exhibit unacceptable behavior or performance.

You will have the opportunity to use PPP Learn's Difficult Conversation Model with a scenario that unfolds based on the responses you select. You can discover likely outcomes when you follow the model AND when you don't. Use the practice scenarios to build your competence AND confidence.

## Time Management I & II  (Self & Workload Management)
**Duration: 60 min each level**

### Level I (Self-management)
This e-learning module explores personal habits, perceptions and attitudes that prevent us from properly managing our time and suggests a series of strategies to change habits, attitudes and adaptation strategies that will help you save time that you can then use to achieve your goals.

### Level II (Workload Management)
In today's fluid, fragmented work environment, it's more important than ever to be able to focus energy, to measure and track your progress toward achieving important goals. In this e-learning module you will learn how to determine work or personal priorities and how apply the **Method of Conscious Programming** of everyday tasks in order to achieve goals.

**momentum** → **Leadership & Teamwork**

**boost** → **Feedback** | **Coaching** | **Difficult Conversation**

**Fuel** → **Communication** | **Delegation** | **Motivation** | **Workload Management**

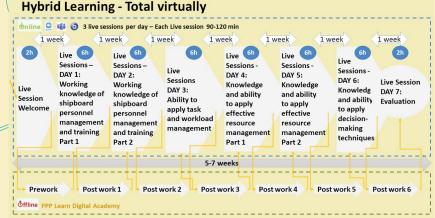**Self-Management**

# Glad to serve you !

# Blended / Hybrid Learning methodology

- This training course will make use of a variety of proven **adult learning techniques** to ensure maximum understanding, comprehension and retention of the information presented, and deliver an exciting and meaningful learning experience. This includes physical or virtual classroom learning through presentations, group discussions, role play, simulations, case study analysis lectures with active delegate participation including problem solving, reflection and discussions.

- Ideal for today's increasingly flexible world, The L&T@S course is offered as a **completely virtual leadership development program**, consisting of self-paced learning, eLearnings, virtual instructor-led trainings (vILTs), and eye-opening I skill Self-Assessment and surveys.

- The program is delivered by **two instructors**. One is experienced in leadership, teamwork, and soft skills development and the other is an experienced maritime professional with training experience.

- The total program duration is **40 hours** live sessions and **142 hours** of self-tudy material, case studies, mini projects and independent study, **spread in 6-7 training days, scheduled one per week.**

### Leadership & Teamwork @ Sea.
### Hybrid Learning - Total virtually

**Online** — 3 live sessions per day – Each Live session 90-120 min

| 1 week | 1 week | 1 week | 1 week | 1 week | 1 week | 1 week |

- **2h** — Live Session Welcome
- **6h** — Live Sessions – DAY 1: Working knowledge of shipboard personnel management and training Part 1
- **6h** — Live Sessions – DAY 2: Working knowledge of shipboard personnel management and training Part 2
- **6h** — Live Sessions DAY 3: Ability to apply task and workload management
- **6h** — Live Sessions - DAY 4: Knowledge and ability to apply effective resource management Part 1
- **6h** — Live Sessions - DAY 5: Knowledge and ability to apply effective resource management Part 2
- **6h** — Live Sessions - DAY 6: Knowledg and ability to apply decision-making techniques
- **2h** — Live Session DAY 7: Evaluation

**5-7 weeks**

| Prework | Post work 1 | Post work 2 | Post work 3 | Post work 4 | Post work 5 | Post work 6 |

**Offline** PPP Learn Digital Academy

# Certification

- The training program and methodology has been certified by the **University Of Aegean**. Participants after the successful completion of the course will obtain a **Certification of Attendance** by the **Center of Life-long Learning of University of Aegean.**

- Participants will obtain the Certification of Attendance after **written** and **oral assessments** of their learned skills and knowledge.

# Who should attend?

- This workshop **is designed for the onboard management team**, who wish to fully embrace modern leadership and people management to achieve improved safety and performance on the ship.

- They should be familiar with standard computer multimedia devices, including elements such as windows, menus, trackball, etc.

- It is assumed that trainees undertaking this course will, through training and onboard experience, **have sufficient familiarity with shipboard operations** to understand that leadership and teamworking is an essential part of their role on board at the operational level.

# Compliance

- The course is fully compliant with the **IMO Model Course 1.39** and exceeds its requirements.

- The course is designed to meet STCW requirements for the application of leadership and team working skills, in accordance with the 2010 Manila Amendments, specifically as stated in tables A-II/1 and A-III/1 Function: Controlling the operation of the ship and care for persons on board at the operational level and tables A-II/2 and A-III/2 function: Use of leadership and managerial skills.

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