



Raise your game.



Level 2 Certificate In Team Leading

Sample Programme

FACT FILE:

Duration: 4 months
 Format: 4 x 2 day blocks
 Group Size: 12 – 16
 Style: Highly Practical

An excellent first programme for new and potential team leaders, the Introductory Certificate in Team Leading is a nationally recognised qualification from the Institute of Leadership & Management, the UK's largest management institute.

Delivered in a no-nonsense style by tutors with extensive experience of leading and managing others, the course is highly practical, using group work, proven theory, examples and 'toolkits' to give students instant skills and new knowledge.

The Pathways Group helps organisations and their people change, adapt, learn, develop, innovate and succeed. ILM programmes are just part of the portfolio that includes training, facilitation, coaching, mentoring, self assessments, team analysis and recognised national qualifications. View more information at www.pathwaysgroup.co.uk or contact Course Director Chris Malpass on 07791 128110.

Day 1	Course Induction. Getting ahead – how to develop yourself for the Future	Got the Badge - What Team Leaders do and how things work
Day 2	What's the Plan? – How to brief your team, and how to deliver Knockout Presentations	Taking the Lead – How to choose and use a Leadership style that works
Day 3	Uh-oh – How to fix small problems before they become big ones	Say again? - How to communicate to get results
Day 4	All change – Dealing with and learning to love change	Sorted! - How to organise yourself and your team
Day 5	Practical Presentation Session	Let's get to work - How to motivate your team
Day 6	Wow! Factor – How to meet and exceed customer expectations	Get on – How to develop the team for success
Day 7	Better Next Time – how to continuously improve the teams performance	No Slip-ups – How to manage essential Health and Safety in the workplace
Day 8	Data Hungry – How to find and use information to help your work	Assessment, Review and Evaluation



the pathways group