

Institute Of Leadership & Management

LEVEL 2 INTRODUCTORY CERTIFICATE IN TEAM LEADING (Distance Learning)

Overview

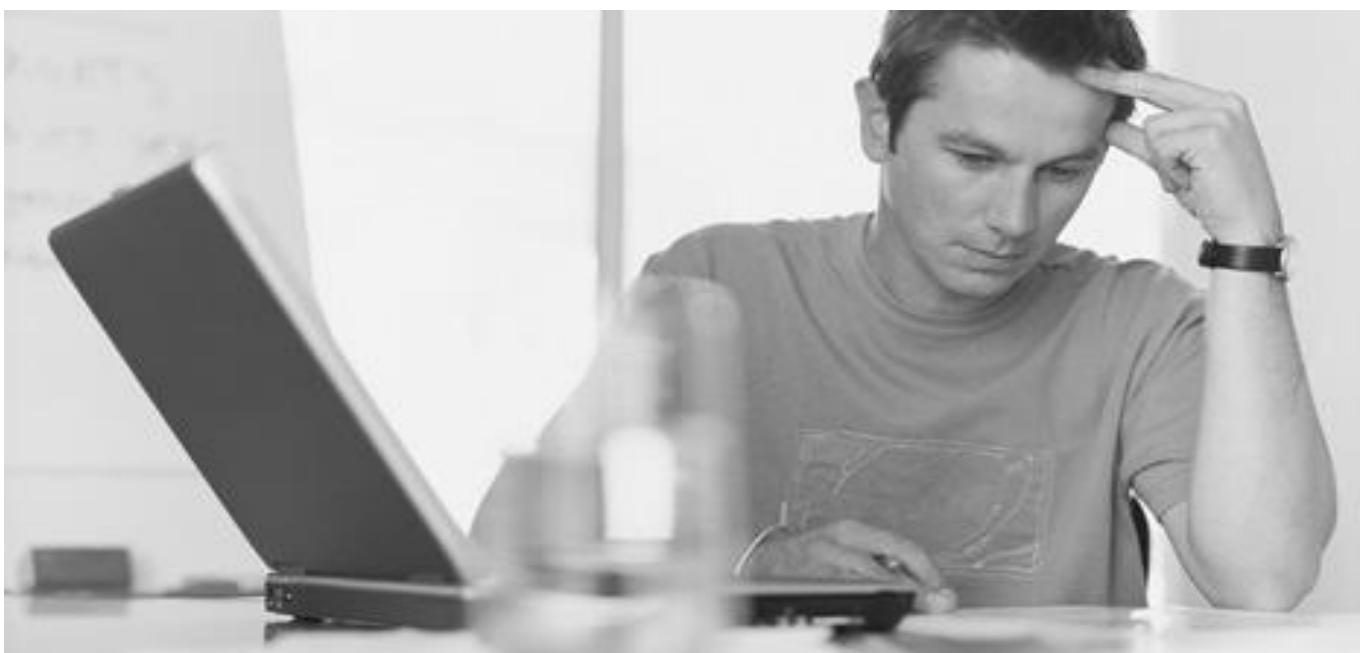
The aim of this introductory ILM Level 2 (**distance learning**) management training programme aims to give practising and potential team leaders the foundation for their formal development. It is also appropriate for participants working from inside teams, who may not be specifically designated as team leaders, but who have some responsibility for the team's outputs.

Course Pre-Requisites

Candidates must be able to show that they have the opportunities within their job role to provide evidence of competence against the VRQ Level 2 standards.

Programme Mode

This is primarily a **distance-learning** programme combining the use of ILM recommended flexible distance learning materials with one taught workshop. Candidates will be expected to attend **one** study day only. Candidates will then be expected to study a number of distance learning units at their own pace until successful completion of the course.



Assessment Requirements

In order to gain the Introductory Certificate in Team Leading, each candidate must satisfactorily complete the requirements and assessments below:

- The required learning and development for the programme
- 6 Centre Assessed Reflective Reviews

Learning Outcomes

At the end of the course you should be able to: -

- Obtain the nationally recognised VRQ Level 2 Introductory Certificate in Team Leading.
- Demonstrate knowledge and understanding of the principles that underpin sound management practice at this level.
- Demonstrate knowledge and understanding of the part you play in delivering improved services.

Demonstrate practical management skills relevant to the following distance learning units:

- Understanding your role as a Team leader
- Fulfilling your customer requirements and managing day to day team activities, including health and safety, negotiating and selecting relevant information.
- Identifying and recommending improvements objectively; based on fact and **not** opinion.
- Organising the team's resources effectively and efficiently.
- Integrating new team members
- Developing yourself

Who should attend?

Anyone wishing to develop their supervisory management skills and is able to fulfil the pre-requisites of the course. However, this programme is ideal for those team members and team leaders who would have difficulty attending the taught programme due to time constraints and can use the distance learning materials to study flexibly in their own time.

The one-day induction programme is delivered by skilled and qualified management tutors from The Pathways Group Ltd, and candidates have access to online and telephone tutor support throughout the programme.

Web: www.pathwaysgroup.co.uk
Email: info@pathwaysgroup.co.uk

Course Enquiries:

Chris Malpass: 07791 128110
Paul Bedwell: 07711 636568