

## **Institute Of Leadership & Management**

### **LEVEL 2 INTRODUCTORY CERTIFICATE IN TEAM LEADING**

#### **Overview**

The aim of this introductory Level 2 management training programme is to give practising and potential team leaders the foundation for their formal development. It is also appropriate for participants working 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 a primarily a taught programme although there is an opportunity to combine the use of flexible distance learning materials with taught workshops. Candidates will be expected to attend 4 study days over a period of 2 months (One induction day for the distance learning option). Candidates will be expected to study a variety of distance/open learning materials throughout the duration 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 Teamleading.
- 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 the practical management skills relevant to:

- 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.
- Dealing with change.
- Organising the team's resources effectively.
- Using resources efficiently.
- Planning team activities.
- Integrating new team members.
- Maintaining information systems.
- Giving effective team briefings.

### Who should attend?

Anyone wishing to develop their supervisory management skills and is able to fulfil the pre-requisites of the course.

This programme is delivered by skilled and qualified management tutors from The Pathways Group.

**Web:** [www.pathwaysgroup.co.uk](http://www.pathwaysgroup.co.uk)

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### Course Enquiries:

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