

Institute Of Leadership & Management

VRQ LEVEL 2 CERTIFICATE IN TEAMLEADING

Overview

The aim of this 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 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. Additionally, candidates are required to demonstrate that they satisfy the entry requirements of the programme by completing a pre-course workbook.

Programme Mode

This is a mixed mode programme, combining the use of flexible learning materials with taught workshops. Candidates will be expected to attend 8 study days and over a period of 4 months. Candidates will also be expected to study a variety of distance/open learning materials throughout the duration of the course.

Assessment Requirements

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



- The required learning and development for the programme
- A Knowledge Assessment
- A short, centre assessed Presentation, and
- A Mini-Project of between 1200 and 1500 words

Learning Outcomes

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

- Obtain the nationally recognised VRQ Level 2 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 public 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

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Course Enquiries:

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