

MANAGEMENT ILM - AWARD IN TEAM LEADING



Course Objectives

- To assist participants in gaining basic knowledge required by a Team or Cell Leader
- To develop basic Team Leading Skills

Designed For

Practising and aspiring Team Leaders/ Supervisors who have received no management training to date

Course Content

The programme consists of 22 guided learning hours, 3 notional credits, over a 1 year period made up of 3 x 1 day workshops covering the following topics:

- Developing Yourself as a Team Leader 1 credit

Plus Optional units to the value of 2 credits from the following topics:

- Motivating the work team to perform 1 credit
- Planning and monitoring work 2 credits
- Developing the work team 1 credit
- Induction and coaching in the workplace 2 credits
- Leading the work team lawfully 1 credit
- Using information to solve problems 1 credit
- Dealing with change in the workplace 2 credits
- Maintaining a healthy and safe work environment 2 credits
- Briefing the work team 1 credit
- Workplace communication 1 credit
- Leading your work team 2 credits
- Managing yourself 1 credit

Location:

NLT Training or employers premises if suitable

Duration:

3 Days

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