

# MANAGEMENT ILM - CERTIFICATE IN TEAM LEADING



## Course Objectives

- To assist participants in gaining further knowledge required by Team Leader and Supervisors
- To develop basic Team Leading Skills

## Location:

NLT Training or employers premises if suitable

## Designed For

ILM Team Leading qualifications are for those people who are working in formal teams or groups, whether as team leaders/co-ordinators. The qualification is equally suitable for members of self-managed teams.

## Duration:

15 Days

## Course Content

The programme consists of 65 guided learning hours, 13 credits over a 2 year period made up of 10 x 1 day workshops covering the following topics:

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|--|-----------|
| • Developing Yourself as a Team Leader | 1 credit  |
| • Motivating the work team to perform  | 1 credit  |
| • Planning and monitoring work         | 2 credits |

Plus Optional units to the value of 9 credits from the following topics:

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|---|-----------|
| • 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  |

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