

ILM Level 2 Award in Leadership & Team Skills

Overview

An accredited qualification, this 4 day ILM level 2 Award course enables delegates to progress within an academic framework. Ideal for practicing team leaders, helping them become more effective and confident in their role. Also supports new or aspiring team leaders making the transition from working in a team to leading one.

The units in this qualification cover a wide range of skills, knowledge and understanding. These include units that focus on communication, working with people, providing direction and leadership, and getting results – from problem-solving to planning and monitoring workloads.

Individuals learn core leadership and management skills transferable to the workplace. Employers gain motivated and competent team leaders, leading to increased productivity and improved team performance

This course includes assignments which link directly to the workplace, resulting in a nationally recognised qualification.

Course Content

Developing Yourself as a Team Leader

- Understand the role and responsibilities of the Team Leader
- Be able to seek feedback on their workplace performance to identify strengths, weaknesses and areas of improvement

Planning & Monitoring Work

- Understand how to work within the organisational guidelines to achieve team goals
- Understand how to plan and allocate work
- Understand how to monitor team's performance against the plan

Workplace Communication

- Understand the importance of effective communication
- Understand the methods of communication
- Understand the importance of maintaining accurate records of communication

Understanding Change in the Workplace

- Understand Change in the Workplace
- Know how to Support the Implementation of Change in the Workplace