

Institute of Leadership and Management (ILM)

Level 2 Certificate in Team Leading

(state-of-the-art Blended eLearning approach)



making a positive difference to people and organisational performance

The Qualification:

The TSW ILM Level 2 Certificate in Team Leading is designed to give practising or aspiring team leaders a solid foundation of development in their role.

Method of Delivery:

The TSW ILM Level 2 Certificate Programme is delivered through a combination of direct delivery of the following 6 Workshops (3 * 2 days), one half-day Group Tutorial and self-study eLearning:

- 1 Induction & Leading Your Work Team
- 2 Workplace Communications & Briefing the Team
- 3 Developing the Team & Motivating the Team to Perform
- 4 Managing Yourself & Developing Yourself as a Team Leader
- 5 Planning and Monitoring the Work & Leading Your Work Team Lawfully
- 6 Dealing with Change in the Workplace

An integral part of the TSW blended learning approach to the qualification is access to the TSW HRD Online internet-based resource materials.

Use of TSW HRD Online will provide you with access to computer-based learning materials that will be needed to supplement the work covered at the Workshops.

Please note, it will be important for you to have access to the internet during times you plan to study towards this qualification.

What's Involved:

In order to achieve the qualification, you will need to submit a Reflective Review (250-500 words) and a Mini Project (500-1000 words) within 4 weeks after the final Workshop.

Learning Outcomes:

Leading Your Work Team

- Understand the difference between leadership and management
- Understand a range of leadership styles, their use and potential impact on individuals and outputs
- Understand self-managed teams

Workplace Communications

- Understand the communication process
- Understand methods of communication
- Understand the importance of maintaining accurate records of one-to-one communication

Briefing the Work Team

- Plan, deliver and report back on a team briefing

Developing the Work Team

- Understand the nature of teams and the features of team roles and responsibilities including the advantages and disadvantages
- Know how to identify training needs of a group or team and how those needs may be met

Motivating the Team to Perform

- Understand the organisations requirements in relation to individual performance
- Understand how to address underperformance
- Understand what motivates people

Managing Yourself

- Know how to manage yourself and your time in line with the team and organisational goals
- Know how to manage own stress

Developing Yourself as a Team Leader

- Understand the roles, functions and responsibilities of the team leader; and the limits of his/her authority and accountability
- Know how to seek, accept and respond positively to feedback on personal performance to improve workplace performance

Institute of Leadership and Management (ILM) Level 2 Certificate in Team Leading

(state-of-the-art Blended eLearning approach)



making a positive difference to people and organisational performance

Planning & Monitoring the Work

- Understand how to work within the organisation's policies, procedures and priorities
- Understand how to plan and allocate work
- Understand how to monitor a team's work

Please note:

It is necessary that you will be available to attend each of the 6 Workshop dates that make up the Programme – please contact TSW to confirm your availability for each Workshop before booking.

Leading Your Work Team Lawfully

- Know how to lead the team lawfully

Dealing with Change in the Workplace

- Understand change in the workplace
- Know how to support and implement change in the team
- Know how to deal with conflict in the team

This course can be run exclusively and tailored to suit your company's specific learning requirements and organisational needs. Costs are dependent on number of days required and bespoke content

For further details, please contact Gareth Harris on 01656 644306 or email: gareth.harris@tsw.co.uk