



# ILM Level 2 Award in Team Leading



## Programme Aim

This Level 2 Award in Team Leading aims to give practising or potential team leaders within the school environment the foundation for their formal development in this role.

## Course Content

The ILM Award in Team Leading is a short taught programme consisting of a minimum of **22** guided learning hours. The award comprises of **1** mandatory unit and at least **1** optional unit. Each unit holds a points value that will be explained further during your induction.

### Mandatory Unit:

- Developing yourself as a team leader

### Optional Units:

- Motivating the work team to perform
- Planning and monitoring work
- Developing the work team
- Induction and coaching in the workplace

- Leading the work team lawfully
- Fulfilling customer requirements
- Providing quality to customers
- Using information to solve problems
- Dealing with change in the workplace
- Maintaining a healthy and safe work environment
- Diversity in the workplace
- Using resources efficiently in the workplace
- Communicating with people outside the work team
- Briefing the work team
- Workplace communication
- Workplace information systems
- Business improvement techniques
- Leading your work team
- Managing yourself
- Enterprise awareness
- Dealing with customers lawfully

### How do I know if this course is suitable for me?

The ILM Award in Team Leading is for practising or aspiring team leaders, particularly those in post who have had little formal training in their role. Team Leaders should be responsible for motivating their team members and achieving agreed output with limited authority for deploying



resources. The programme is most suitable for senior support staff with responsibility for leading a team.

### Delivery

The programme is delivered through workshops as either 3 ½ full days or 5 half days and 1 full day. A minimum of 6 candidates are required for the programme to run. The workshops can be held either on the schools premises or at an external venue.

### To Apply

Please contact a member of our team on 01904 612 231 or return the enclosed fax back form.

