



Skills for Supervisors



ILM Award and Certificate in Team Leading

Overview

These level 2 programmes reflect the development needs of team and cell leaders and supervisors. They aim to assist participants in gaining the knowledge required by a team and cell leader, and to further develop management skills, providing a foundation for further development as careers develop. The programmes are delivered by trainers who have experience of supervision and management in practice.

Course Content

Award in Team Leading

- role of a team leader
- functions and levels of authority
- motivation and performance management
- briefing and communication skills

Certificate in Team Leading

For participants who have already completed the 'Award'

- planning and monitoring work
- employment law aspects
- meeting customer needs
- dealing with change
- business improvement techniques

Who Should Attend

There are no formal entry requirements, but participants will normally be either practising or aspiring team leaders with the opportunity to meet the assessment demands, and have a background that will enable them to benefit from the programme. A basic understanding of literacy and numeracy is required; appropriate support and assistance is available. Participants who wish to complete the Certificate in Team Leading must first complete the Award in Team Leading.

Assessment

There is no formal examination for this course. Assessment is achieved through practically based activities designed to enable participants to demonstrate understanding of the topics and their ability to apply the knowledge into relevant activity. This will include work based projects and reflective reviews.

Duration

Award - 22 hours

Certificate - an additional 50 hours

Certificate

On completion participants will achieve the Award in Team Leading or Certificate in Team Leading as appropriate, awarded by the Institute of Leadership and Management.

Progression

Successful candidates with appropriate job roles may progress onto the level 3 ILM Award, Certificate and Diploma in First Line Management offered by Tyro Training. Further management skills training is available through the wide range of short workshops offered by Tyro Training.

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