

ILM Level 2

Award in Team Leading



A Programme from
The Training Team



ILM Level 2 Award in Team Leading



What is the ILM Level 2 Award in Team Leading?

This 3-day structured programme is aimed at assisting cell or team leaders to develop hands on strategies, both personal and team, that will improve their and their team's efficiencies.

Covering 3 practical units, (including an induction session) the course provides practical guidance and support for every candidate and enables them to develop clear development initiatives that will have positive results back in the workplace.

1. Developing yourself as a team leader
2. Developing the work team
3. Workplace communication

This programme can also be tailored to meet the needs of groups.

In putting together a tailored course, the flexible structure of this programme makes it highly adaptable your own environment.

You can select the most appropriate "Units" available (from the Full List of Team Leading Units) that may best meet your needs (please contact us for more details on tailoring this programme).

About the Training Team

The Training Team is a Nationally Accredited provider of training and assessment for the Institute of Leadership and Management (ILM), delivering level 2, 3 and 5 Awards and has accredited over 2000 Supervisors and Managers through this programme over the last 4 years.

- Providers of quality accredited provision
- Great listeners and good communicators
- Immediate response times

1. Developing yourself as a Team Leader

Aim of this module:

✦ Understand the roles, functions and responsibilities of the team leader; and the limits of his/her authority and accountability.

- ⇒ Understand the role of the team leader, understand the responsibilities and the limits of authority and accountability
- ⇒ Build awareness and confidence
- ⇒ Understand how interpersonal relationships affect leadership performance in the workplace
- ⇒ Evaluate personal development opportunities to improve own team leading skills



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2. Developing the Work Team

Aim of this module:

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

- ⇒ Understand the importance of planning team development
- ⇒ Gain an insight into team dynamics and how to motivate people
- ⇒ Develop awareness of the need to treat people as individuals but within a team ethos



- Meet other team leaders and bounce ideas
- Build confidence in your team leading role

3. Workplace Communication

Aim of this module:

- ✦ Understand the importance of maintaining accurate records of one-to-one communication.



Learning Outcomes:

- ⇒ Analyse and review your communication style and how this affects others
- ⇒ Reflect on own development needs
- ⇒ Be able to communicate information in a variety of situations
- ⇒ Solve communication problems using a range of creative techniques

Progression Routes

- ✦ ILM Level 2 Certificate in Team Leading
- ✦ ILM Level 3 Award in First Line Management



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Booking Form

FAX BACK 01268 573355

Please enter your contact details:

Company Name:.....

Tel No:

Email Address:.....

Candidate Names:.....

Fax Back to 01268 573355 to book your places.



The Training Team

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