



Truro
and
Penwith
College
Business
Centre

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Team Leading ILM Level 2 Award

Course Overview:

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This 7 day programme, held over 14 weeks, is specifically designed to give practising or aspiring team leaders a solid foundation in their formal development as a leader.

The Award is a concise qualification designed to give learners a basic knowledge of the various roles, functions and responsibilities of team leaders and the limits of their authority and accountability. The mandatory unit in 'Developing yourself as a team leader; is a good starting point for team leaders who are new to their roles or for aspiring leaders who wish to gain a solid understanding of the principles and practicalities of team leading.

The programme will focus on leadership and development of teams, management of resources, health and safety and professional development. Dependent upon current role, candidates have the option of achieving either the ILM Award or the NVQ, or both.

Course Content:

Developing Yourself as a Team Leader

- Characteristics of a good team leader
- Feedback and SWOT analysis
- Development plans and SMART objectives
- Prioritising and managing your time

Leading your Team

- Leadership styles and qualities, Motivating your team
- Managing conflict, Assertiveness

Health and Safety

- Legislation, hazards and risk
- Risk Assessments, Environmental awareness

Working Relationships

- Communications and feedback
- Learning styles, Diversity

Meetings

- Preparing for meetings
- Setting agendas, Role of the Chair

Allocating work

- Planning work
- Quality assurance and control, Managing discipline
- Stages of team development

Who is the Course For?

This course is ideal for team leaders or aspiring team leaders as it will develop the essential skills and techniques to drive forward your team and organisation.

Time Commitment:

- 7 taught days (over 15 weeks) and at least 2 workplace assessment visits.
- Possibility of additional work depending on current role and knowledge.

Assessment:

- 1 Written Reflective Review on role as a Team Leader
- 1 Written Health and Safety Assignment
- 1 'closed book' test on Teams
- Additional assessments for those wishing to achieve NVQ Level 2 Team Leading

Class information:

- 6 October 2009 Tregye, Carnon Downs
- 3 November 2009 Penwith Business Centre
- 12 January 2010 Bodmin Business Link
- 23 February 2010 Tregye, Carnon Downs
- 2 March 2010 Bodmin Business Link
- 20 April 2010 Penwith Business Centre
- 27 April 2010 Tregye, Carnon Downs

Course Costs:

£425 (plus registration and certification)

Why Choose Truro and Penwith College Business Centre?

- One of the **Top Ten** Colleges in the UK
- One of the few Colleges to be awarded **Beacon College** status
- Awarded the **Training Quality Standard** for providing outstanding training and development for employers
- The first College in the UK to be awarded **Designated Outstanding** status by Ofsted (Nov 2006)
- One of the **newest** and most **innovative** Colleges in the UK
- First College in the country to gain College wide **matrix accreditation**
- Management tutor recognised as **one of the top three** in the country by ILM
- Awarded the Sfed **Centre of Excellence** in Enterprise and Business Support
- Member of the **South West Business Skills Academy** a group of world-class learning providers.
- **Outstanding** Learning Resources Centres, building and facilities

Course Feedback:

"I was pleased that a lot of the course is discussion and practically based. We were all able to share our own experiences, knowledge and worries"

"The course was well set out and there was plenty of literature. I have enjoyed the course and learnt a lot!"

"It's easy to relate to your job role and you can feel free to voice your own opinion."

For further information and an application form please contact:

Jill Rowe, Truro College, Palace Building, Quay Street, Truro, Cornwall, TR1 2HE
Tel: 01872 242705

Truro College offers free impartial advice and guidance on all courses.
This service is available from our guidance officers.