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| Title: | Team Leader Programme (IL2) |
| Qualification gained on successful completion: | Level 2 Introductory Certificate in Team Leading |
| Accredited by: | Chartered Management Institute |
| Who is it for? : | <ul style="list-style-type: none"> • Newly appointed team leaders and or others in supervisory roles • People aspiring to or being considered for team leader and or supervisory roles • Existing team leaders and or others in supervisory roles wanting a recognised qualification in this area |
| What does the programme cover? : | <ul style="list-style-type: none"> • Developing Yourself • Customers and the market place • Information and communication • Planning and allocating work to the team • Working with others |
| How long will it take? : | <ul style="list-style-type: none"> • Approx 30 hours of study |
| How will it be assessed? : | <ul style="list-style-type: none"> • By a written assignment set and assessed by the Chartered Management Institute |
| Are there any entry qualifications? : | <ul style="list-style-type: none"> • There are no entry requirements, however candidates should have an acceptable level of numeracy and literacy (GCSE Level 2 or equivalent) Candidates must be over 18 years of age. |
| What are the Learning outcomes? : | <p>On Completion of the programme you will know how to:</p> <ul style="list-style-type: none"> • Prepare and carry out a development plan for yourself, working with others • Check and confirm instructions from your own manager • Organise and communicate information effectively • Identify resources required, prepare a plan and allocate work and monitor progress • Establish good working relationships with others • Assist team members through giving feedback and coaching |
| What are the study options? : | <ul style="list-style-type: none"> • Supported Distance Learning • In Company |
| When are the start dates? : | <ul style="list-style-type: none"> • Flexible start dates |