

# ILM Level 2 Team Leader Open Programme



## Overview

Team Leadership (Optional ILM level 2 Team Leader Award accreditation)  
A three day programme run over three weeks that provides a highly practical view on team leading and offers tools tips and techniques to potential and / or practising team leaders to be effective particularly in the current economic climate.  
This programme may if desired gain participants a formal qualification from the Institute of Leadership and Management

## Who Should Attend?

The ILM Level 2 qualifications in Team Leading are specially designed to give practicing or aspiring team leaders a solid foundation in their formal development as a leader.

### DURATION

3 Days

### COST

£650 + VAT

### QUALIFICATION

ILM First Line  
Management  
Award

## Duration

Three Days - 6th, 13th and 20th October

## Programme Content

Day 1	Developing Yourself as a Team Leader
Day 2	Motivating the Work Team to Perform
Day 3	Dealing with change in the workplace

## Learner Outcomes

By the end of the programme participants will:

- Understand the roles, functions and responsibilities of the team leader; and the limits of his/her authority and accountability
- Know how to seek, accept and respond positively to feedback on personal performance to improve workplace performance
- Understand the nature of teams and the features of team roles and responsibilities including the advantages and disadvantages.
- Know how to identify training needs of a group or team and how those needs may be met
- Understand change in the workplace
- Know how to support and implement change in the team

## Delivery Options

This course will be held in Basildon, Essex



If you are ready to book then:-

1. Call or email us
2. We will send you a booking form to complete
3. Payment can be made by credit card, debit card, BACS, cheque of company purchase order
4. All course literature and joining instructions are sent on payment receipt



For further information please call us on 0845 1307411

All course information & picture in this brochure are accurate at the time of publication and should be used for guidance purposes. Course content is general and actual course content varies at each centre.



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## Programme Outline

### Day 1      **Developing Yourself as a Team Leader**

- Introductions, administration and course objectives
- The roles, responsibilities and functions of a team leader
- Team leadership skills
- Leadership effectiveness
- Knowing limits of authority and accountability
- Learning to learn
- Feedback and obtaining feedback from others to improve performance
- Personal action planning techniques
- Days review and consolidation

### Day 2      **Developing your Work Team**

- Understand the organisation's requirements in relation to individual performance
- Understand the significance of under performance and it's relevance to the organisation and the team
- How to identify performance
- Causes of under performance
- Ways to avoid or address under performance
- How to motivate people - understand what motivates people

### Day 3      **Dealing with Change in the Workplace**

- Review of day 2, course objectives for day 3
- Understanding reasons for change
- Peoples attitudes and responses to change at work
- Barriers to change
- Overcoming barriers to change
- Team leaders role in supporting and implementing change
- Congruence of change within organisation's culture, values and goals
- Identifying and dealing with conflict
- Review and consolidation



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