

FLEXIBLE WORKFORCE DEVELOPMENT FUND – COURSE OUTLINE

Programme Title

ILM Level 2 Award in Leadership & Team Skills (SCQF Level 5)

Overview

This qualification is ideal for practicing team leaders, helping them become more effective and confident in their role. They also support new or aspiring team leaders – helping them make the transition from working in a team to leading a team.

The qualification is designed to develop a range of skills, knowledge and understanding in areas including communication, working with people, providing direction and leadership – and getting results.

The Award (minimum of 3 credits required) provides a good foundation to develop leadership and team skills with the Certificate (minimum of 13 credits required) providing further opportunity to enhance this development over a wider range of subject areas.

Programme Objectives

Upon successful completion of the course learners will have an understanding of:

- The role and responsibilities of the team leader
- Identifying own strengths, areas for development and improving personal performance
- The nature of teams including behavioural characteristics and stages of team development
- How teams are established to maximise productivity
- How to use effective personal time management techniques to achieve team goals
- How to recognise and manage own stress through use of stress management techniques

Learners will complete the following units:

- Developing Yourself as a Team Leader (1 credit)
- Developing the Work Team (1 credit)
- Managing Yourself (1 credit)

In order to fully complete the qualification we would estimate that learners will require approximately 6 hours out with class times to support completion of assessments.

(NB these objectives will be used to measure learner's existing knowledge in this area prior to commencement of training and upon completion of training as evidence of distance travelled)

Awarding Body

Institute of Leadership & Management (ILM)

SCQF Level

5

Benefits to Employers

- Motivated and competent team leaders
- Increased productivity
- Workplace-based assessment ensures new skills are effectively transferred to the job
- The development of your workforce can result in benefits to your business including:
 - Increased productivity and efficiency to support business growth
 - An engaged and motivated workforce
 - Excellent service to your customers
 - Reduced absenteeism and employee turnover

Benefits to Employees

- Learn core leadership and management skills
- Put these skills into practice in your workplace
- Improve your team's performance
- Get a nationally recognised qualification

Duration

Delivery: 10 half days (weekly sessions)