



Supervision & Management

City & Guilds
Approved Centre

HIGHWAYS & CONSTRUCTION TRAINING ASSOCIATION



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ILM Courses

LEVEL 2 AWARD IN LEADERSHIP AND TEAM SKILLS - Open Course : 3 DAYS

OVERVIEW

This is a practical three day programme that will help you to learn core leadership and management skills and help you to put these skills into practice in your workplace, improving your team's performance.

This programme will give candidates a formal qualification from the Institute of Leadership and Management (ILM) in the form of a Level 2 Award in Leadership and Team Skills.

WHO SHOULD ATTEND

The ILM Level 2 Award in Leadership and Team Skills is ideal for practising team leaders, helping them become more effective and confident in their role. It also supports new or aspiring team leaders, helping them to make the transition from working in a team to leading a team.

BENEFITS FOR INDIVIDUALS

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

BENEFITS FOR EMPLOYERS

- ▶ Motivated and competent team leaders
- ▶ Increased productivity
- ▶ Customise this qualification to suit organisational and individual needs
- ▶ Workplace-based assessment ensures new skills are effectively transferred

COURSE CONTENT

The following units are covered during the programme:

- ▶ Developing Yourself as a Team Leader
- ▶ Planning and Monitoring Work
- ▶ Workplace Communication

QUALIFICATION

ILM Level 2 Award in Leadership & Team Skills.

LEVEL 3 AWARD & CERTIFICATE IN LEADERSHIP AND MANAGEMENT : 4 DAYS

OVERVIEW

This programme will help you to build your leadership capabilities and enable you to gain a range of key management skills and put them into practice in your own role. It will help you to motivate and engage teams and manage relationships more confidently. It is a flexible programme allowing you to select which units are most applicable to your role, allowing you to build your own qualification.

This programme will give candidates a formal qualification from the Institute of Leadership and Management (ILM) in the form of a Level 3 Award or Certificate in Leadership and Management.

WHO SHOULD ATTEND

The ILM Level 3 Award and Certificate in Leadership and Management is ideal for individuals who have management responsibilities but no formal training, and are serious about developing their abilities. It is particularly good for practising team leaders seeking to move up to the next level of management, and managers who need to lead people through organisational change, budget cuts or other pressures.

COURSE STRUCTURE

To complete the Award you need to select 4 of the following modules. To complete the Certificate you will need to attend all 7 of the workshops.

MODULE

8600-308	Understanding Leadership
8600-300	Solving Problems and Making Decisions
8600-301	Understanding Innovation and Change in an Organisation
8600-326	Understand the Communication Process
8600-309	Understanding How to Establish an Effective Team
8600-317	Understanding Training and Coaching in the Workplace
8600-303	Planning and Allocating Work

QUALIFICATION

ILM Level 3 Award in Leadership & Management.

UNIT OVERVIEWS

8600-308 **Understanding Leadership (2 credits)**

The purpose of this unit is to develop the knowledge and understanding of leadership as required but a practising or potential first line manager. It teaches delegates to understand leadership styles, behaviours and qualities.

8600-300 **Solving Problems and Making Decisions (2 credits)**

This module teaches delegates the skills required to enable them to solve problems and make decisions. It will teach them how to describe a problem, gather and interpret information to solve a problem and how to evaluate options to make a decision.

8600-301 **Understanding Innovation & Change in the Workplace (2 credits)**

This unit develops the knowledge and understanding of innovation and change. It will help delegates to understand how to plan, monitor and review the implementation and communication of innovation and change in an organisation and help them to understand the effects it can have on people and teams in an organisation.

8600-326 **Understanding the Communication Process (2 credits)**

This module will enable the learner to be able to develop their knowledge and understanding of the communication process in the workplace. It helps delegates to understand the nature and importance of the communication process and methods of communication. It will also help delegates to be able to assess own effectiveness in communication.

8600-309 **Understand how to Establish an Effective Team (1 credit)**

This purpose of this unit is to develop an introductory knowledge and understanding of team building. It teaches delegates to develop and maintain effective working relationships and how to build a team.

8600-317 **Understanding Training and Coaching in the Workplace (2 credits)**

This purpose of this unit is to develop knowledge and understanding of training and coaching, it will teach the learner how to provide training appropriate to the workplace and how to coach an individual.

8600-303 **Planning and Allocating Work (2 credits)**

This purpose of this unit is to teach delegates how to plan and allocate work to team members. It will help them to understand how to improve the performance of a team in delivering to plan.