

Programme Outline: **Certificate in Team Leader**
(Ref 012)

Duration: 7 1/2 day sessions, once a week or once every 2 weeks

Date(s): At a venue date and time to suit you.



Programme and Content:

Session 1 Induction - What it is all about, aims and objectives of the programme, student's expectations, membership of Institute of Leaderships and Management, Belbin's team analysis.

Motivation in the Workplace - Developing yourself as a team leader, Developing the work team, Leading your work team.

Session 2 Leading People in Teams- Role of a Team Leader, motivating the team, developing the team, team structures, maintaining discipline.

Session 3 Team Leaders Skills - Dealing with problems, self development and organising skills, dealing with change and conflict.

Session 4 Planning and organising the team's work - Organising the team's resources, using resources efficiently.

Session 5 Identifying and reducing risks to Health and Safety - Legislation for the workplace, health and safety requirements, monitoring systems, identification and reduction of risks and hazards

Session 6 Communicating with People - Effective communication, using information for action, working with people outside the team, maintaining information systems, briefing the team.

Session 7 Presentation of Project and Knowledge Assessment.

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Issued 24th February 2010. *If you would like this information in another format please let us know your requirements.*



Training Approach:

All training will be workshop based, participative and relevant to the organisation. In addition delegates will have a number of self study units to complete.



Assessment Approach:

To successfully gain the Institute of Leadership and Management certificate in team leading delegates must complete a mini work based project, a Knowledge Assessment test and give a 5 minute presentation.



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