



Level 2 Certificate in Principles of Team Leading

(Online)

All businesses need good leaders in order to be successful, and an effective team leader will make sure that their team is happy and motivated within the workplace. This course will develop and improve your practical skills in order to become a successful team leader and improve the morale within a workplace. So whether you are hoping to progress to a team leading role in the future, or want more knowledge about how to progress in a current position, this qualification is the perfect place for you to start.

Key Information

Level	2
Duration	8-12 weeks
Delivery	Online
Timings	TBC
Cost	Free, subject to meeting entry requirements

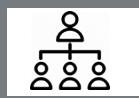
Entry requirements

- If you are aged 19-23 you would be fully funded if you have previously achieved a full level 2 and are unemployed. If you do not meet both these criteria, you are not eligible for our funding.
- If you are aged 24 + you would be fully funded if you are unemployed and co-funded if you are not. If you are co-funded, you may have to pay a fee to cover part of the cost of the training – please contact us to find out.
- If you are working but earning less than £20,963 per year, are aged 19 – 23 and have achieved a full Level 2, you will be fully funded.
- If you are working but earning less than £20,963 per year and are aged 24+, you will be fully funded.
- You must live in a London borough postcode. If you live outside the Greater London Authority area, we may still be able to fund you – please contact us to find out. Please look up here: https://www.london.gov.uk/sites/default/files/gla_postcode_map_a3_map1.pdf

Choose a Trusted Provider



Learn skills for career growth



Become familiar with various leadership styles and skills



Develop valuable communication skills



Understand a business environment

Who is it for?

This qualification is aimed at learners who wish to gain further skills to develop their careers and progress in the workplace. It is suitable for anyone who is new to a team leading role, or those who are hoping to become a team leader as they advance their careers.

Benefits of this course

- Gain a nationally recognised qualification
- Improve your team leading skills to help create a long-standing career pathway in your chosen industry
- Courses are delivered as distance learning, allowing learners to choose when and where to study
- Personal tutors are assigned to ensure learners have the support needed to succeed.

Course Content

Unit 1: Principles of team leading

Within this introductory unit, you will gain an understanding of various leadership styles. You will develop knowledge of team dynamics and the techniques that are essential to effectively manage a team's workload.

Unit 2: Understand business

Here you will increase your understanding of different organisational structures and the business environment. You will develop your knowledge of the principles of business planning and finance within an organisation, as well as business reporting, management responsibilities and accountabilities within an organisation..

Unit 3: Understand how to communicate work-related information

Here you will look at the principles and techniques behind work-related communication through both verbal and written forms. You will develop knowledge of a range of documents required for different types of meetings in a business environment.

Unit 4: Understand how to manage performance and conflict in the workplace

Within this unit you will develop your knowledge of team performance management through benchmarking, discovering how to manage underperformance within a team and conflict in the workplace.

Unit 5: Principles of equality and diversity in the workplace

In this unit you will develop an understanding of the standards and expectations of equality and diversity in the workplace, including the potential consequences of failing to comply with the relevant legislation.

Unit 6: Understand how to develop working relationships with colleagues

In Unit 6 you will look in detail about the principles of effective teamwork and how to be a 'buddy'. This unit also covers the benefits of effective team working, how to give feedback constructively and the techniques that may be used to resolve team conflict.

Unit 7: Understand health and safety procedures in the workplace

Within this unit you will look at the main health and safety responsibilities and laws affecting the workplace. You will look at employers' and employees' responsibilities in relation to health and safety, as well as the support that is available for employees.

Unit 8: Understand how to develop and deliver a presentation

In the final unit, you will look at the development and delivery of presentations. You will discover the advantages and limitations of various forms of media, look at the factors affecting contingency plans and consider different ways to evaluate presentations.