

Team Leading

**Progress
to
Success**

Train...

Leading a group of people requires numerous skills, including decision making, strong organisation and communication skills, as well as the ability to motivate a team and successfully manage productive working relationships.

The Institute of Leadership and Management Team Leader Level 2 qualification is designed to enhance the skills of current supervisors, managers and team leaders and will encourage individuals to become better, more effective leaders.

The course can last between six to nine months and usually starts with an induction to the qualification where candidates are issued with all materials and information needed to complete the course. The remainder of the course is delivered through a process of blended learning combining workshops, on-line learning and workplace assessments, whichever is more convenient and least disruption to both the candidate and their employer.

Any candidate working towards a qualification with TNG will have access to TNG's online resource library and learning assistant which enables them to have unlimited access to their assessor, to send in assignments and cross reference their work to the national standards, again minimising any disruption to the workplace.

Succeed...

By investing in individuals who are responsible for leading a group of people, you will have focused teams with high productivity which will ultimately bring tangible benefits to your business as a whole.

By investing in your staff you will ensure that they feel valued so in turn you will encourage employee loyalty and aid retention, which will benefit your company's profitability and sustainability.

For more information contact TNG

Develop the skills of your staff...

- **Improve the productivity of your staff by investing in their skills**
- **Enhance the skills of current supervisors, managers and team leaders and develop future leaders from an early stage**
- **Encourage staff to develop productive working relationships so they are more focused and motivated**
- **Access to TNG online portfolio system 24/7 from any location**

Who is the course for?

The Level 2 Qualification is for those who are working as a Team Leader across a wide area of occupational sectors. The employee must demonstrate a sufficient level of competence to complete 4 mandatory units plus 2 optional units.

What are the entry requirements?

No formal entry requirements but candidates must be working in the appropriate environment.

Units available

Mandatory:

- Manage your own resources
- Provide leadership for your team
- Develop productive working relationships with colleagues
- Ensure you own actions reduce risks to Health and Safety

Optional, including:

- Encourage innovation in your team
- Allocate and check work in your team
- Provide learning opportunities for your colleagues
- Resolve customer service problems
- Support customer service improvements

How is the course assessed?

By assessed portfolio of evidence. Evidence to be collected will include: workplace observations, witness testimonies, oral and written questions and other supplementary evidence.

Interview requirements?

One-to-one interview will be conducted in the workplace and candidates will have the opportunity to complete an Experience Profile, outlining their previous knowledge and learning.