Level 2 Diploma in Team Leading

ilm
Leadership without limits

City & Guilds

SKILLS TO SUCCEED | APPRENTICESHIPS

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Leadership without limits

ILM Level 2 Team Leading Apprenticeship

This apprenticeship package provides learners with an understanding of the roles and responsibilities of team leaders in a business context. It builds practical skills in team management through a choice of hands-on units.

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Who is this qualification for?

This combined knowledge and competency based qualification is ideal for new team leaders who want to develop themselves as leaders and managers. It provides learners with the opportunity to learn and implement the core skills needed in today's dynamic business environment.

Results for you:

- **Take control of your personal development**
- **Communicate clearly and confidently**
- **Engage and support your team**
- **Build positive and productive relationships at work**
- **Get a nationally recognised qualification.**

Impact for your employer:

- **Team leaders with proven ability to perform**
- **Team leaders who are competent to manage people and relationships**
- **Better communication and collaboration in teams**
- **Team leaders with the ability to self-manage.**

Focus on the skills you need:

The units in this qualification focus on the essential skills learners need to develop as team leaders. There are five mandatory units, looking at the principles of team leading and management, workplace communication, understanding business and personal development.

Plus there is a wide selection of optional units to build management skills in a variety of areas such as customer service, health and safety and performance management.

ILM Level 2 Team Leading Apprenticeship

Group 1 - Minimum 4 credits from Group 1

- Developing Yourself as a Team Leader (1 credit)
- Improving Performance of the Work Team (1 Credit)
- Planning and Monitoring Work (2 Credits)

Group 2 - Minimum of 11 credits from Groups 2 and/or 3

- Understanding Change in the Workplace (2 Credits)
- Developing the Work Team (1 Credit)
- Leading Your Work Team (2 Credits)
- Maintaining a Healthy and Safe Working Environment (1Credit)
- Communicating with People Outside the Work Team (1 Credit)
- Induction and Coaching in the Workplace (2 Credits)
- Managing Yourself (1 Credit)
- Diversity in the Workplace (1 Credit)
- Briefing the Work Team (1 Credit)
- Satisfying Customer Requirements (1 Credit)
- Enterprise Awareness (3 Credits)
- Methods of Communicating in the Workplace (1 Credit)
- Using Resources Effectively and Efficiently in the Workplace (1 Credit)
- Workplace Communication (1 Credit)
- Understanding Effective Team Working (1 Credit)
- Providing Quality to Customers (1 Credit)
- Working with Customers Legally (1 Credit)
- Workplace Records and Information Systems (1 Credit)
- Building an Awareness of Waste Management (2 Credits)
- Using Information to Solve Problems (1 Credit)
- Gathering, Interpreting and Utilising Data in the Workplace (1 Credit)
- Business Improvement Techniques (2 Credits)
- Understanding the Implications of Working in an Enterprise (3 Credits)
- Understanding Sales in the Workplace (2 Credits)
- Working Within Organisational and Legal Guidelines (1 Credit)
- Meeting Customer Needs (2 Credits)
- Setting Team Objectives in the Workplace (2 Credits)

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Group 3 - No more than 7 credits from Group 3

- Solving Problems and Making Decisions (2 Credits)
- Understanding Innovation and Change in an Organisation (2 Credits)
- Giving Briefings and Making Presentations (2 Credits)
- Understanding Leadership (2 Credits)
- Understanding Conflict Management in the Workplace (1 Credit)
- Understanding Stress Management in the Workplace (1 Credit)
- Understanding Discipline in the Workplace (1 Credit)
- Understanding the Induction of New Staff in the Workplace (1 Credit)
- Understanding Training and Coaching in the Workplace (2 Credits)
- Managing Workplace Projects (2 Credits)
- Understand the Organisation and its Context (2 Credits)
- Understanding Negotiation and Networking in the Workplace (1 Credit)
- Understanding Security Measures in the Workplace (2 Credits)
- Understanding Good Practice in Coaching within an Organisational Context (3 Credits
- Undertaking Coaching within an Organisational Context (4 Credits)
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