

## Principles of Team Leading

Whether you are an individual or an employer looking to upskill your team, developing the skills and knowledge to successfully lead a team is crucial, particularly for those looking to progress themselves or their staff into management positions.

Our FREE Level 2 Team Leader qualification is delivered purely on-line and will expand your knowledge on the principles of team leading and how a business operates, as well as developing key skills needed to be a successful team leader and communicate with a range of stakeholders. On successful completion you will receive an E-certificate.

### Unit 1: Principles of team leading

Explore the various leadership styles and the impact of team dynamics as well as the techniques that are essential to effectively manage a team's workload.

### Unit 2: Understand business

Develop an understanding of the 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

Learn the principles and techniques behind work-related communication through both verbal and written forms. Develop skills in understanding 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

Discover how to manage team performance through benchmarking, as well as how to manage underperformance within a team and conflict in the workplace.

### Unit 5: Principles of equality and diversity in the workplace

Explore themes 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

Explore 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

Discover the main health and safety responsibilities and laws affecting the workplace as well as the 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

Explore 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.

Approximate Course Duration – 8 - 12 weeks (based on an average of 10-15 hours of self study per week)

This qualification can be completed on either a desk top or mobile phone. There are no specific software requirements needed apart from a stable internet connection.

## Entry Requirements

This course is aimed at those 19 years (as at 31st of the academic year you are applying for) and over.

When applying for one of our free courses you will be asked to supply a copy of your ID, which can be either a passport, driving licence, birth certificate or national identity card. If you were born outside the EU, you must have proof of residency status and you will need to provide a copy for our records. If you have declared you are in receipt of benefits or low wage you will also need to provide us with evidence of this.

Please note whilst there is no limit to the number of free courses you can complete, you can only study one free course at a time.

In some instances fully funded applications are subject to postcode eligibility or prior attainment.

## What's Next

## Your Options

	Start Date	End Date	Course Level
<b>Principles of Team Leading (Part Time)</b>			
Online	01/08/24	31/07/25	2