

Level 2 Certificate in Principles of Team Leading



Course Overview

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 team leader training course 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.



Course length:
8-12 weeks



Awarding Body:
TQUK



Value: £299.00
Cost: £0.00

Benefits For Individuals

- Paper-based and online course options available
- Study from anywhere, at any time
- Gain an accredited level 2 qualification
- Nationally recognised
- Access to an award-winning e-learning platform
- Unlimited support from qualified tutors
- Receive a digital e-certificate upon completion
- No hidden costs

Progression Courses:

- Level 3 Team Leader/Supervisor
- Level 3 Events Assistant
- Level 5 Operational/Departmental Manager

Looking to find out more about this Level 2 course? Contact us today!



Course Content

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.

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