



Coventry & Warwickshire
Chamber of Commerce
Training
Training | Skills | Growth

ilm

Level 2



ILM (previously known as Institute of Leadership and Management)

ILM's leadership and management qualifications are designed to help managers and aspiring managers to develop the skills, knowledge and personal abilities needed to succeed.

Well over half a million Managers have improved their performance and brought real benefits to organisations through ILM learning and development.

ILM management qualifications are for those who are practicing or aspiring junior to senior managers. From Team Leader (level 2) through to First Line Managers (level 3) and Middle/Senior Managers (level 5), there is a course at all levels that will enhance individuals skills and knowledge of management theory and practice.

Qualifications are designed to improve performance through their strong focus on the specific job role of a manager. These highly practical courses will equip individuals with the skills needed to improve their management ability and generate significant benefits to the organisation in terms of cost savings and quality improvements in the workplace.



Award in Leadership & Team Skills Level 2

The Level 2 Award consists of 4 mandatory learning days at C&W Chamber Training along with structured written questions which will provide the evidence required to demonstrate a sound knowledge and understanding of the topics covered.

Who is this qualification for?

This qualification is designed for new and aspiring team leaders offering an in-depth introduction to the role and its responsibilities. This is a nationally recognised qualification – the ideal launch pad for your management career.

Key content

Learning outcomes:

- Develop the core skills to lead a team successfully
- Understand the importance of communication in effective team leading
- Develop an understanding of effective planning and monitoring of work
- Understand the tools to develop yourself as a leader

Impact for the employer

- Team leaders equipped with the skills they need to perform
- Staff who are competent to manage people and relationships
- Incentivised staff who aspire to develop to their full potential
- Improved communication and collaboration in teams

Structure of Qualification

To achieve the ILM Level 2 Award in Leadership and Team Skills, you need a minimum total of 3 credits. The Level 2 Award consists of two modules and is delivered over 4 days and covers:

Workplace Communication (2 credits)

- Stages in the communication process
- Barriers to communication and how to overcome them
- A range of direct communication methods relevant to the team and their relative advantages and disadvantages
- A range of direct communication methods relevant to people outside own area of responsibility, including written, telephone, e-mail and face-to-face discussions
- Aspects of face-to-face communication, including appearance, impact, body language
- The importance of succinct and accurate records of one-to-one oral communication

Planning and Monitoring Work (2 Credits)

- Role and purpose of objectives and targets
- Setting SMART work targets to meet customer specifications and organisational requirements
- The importance of knowing individual team members' strengths in their work roles.
- Simple techniques for scheduling work, e.g. rotas/ shifts
- Methods to monitor actual performance against production targets and time-scales, and identify variances
- Taking remedial/corrective action

Focus on the skills

Individuals will learn how to plan, allocate and monitor work; tools and techniques to develop themselves as a leader; and how to get the most from their team.

Course Schedule

Time: 09:30—16:30

Dates: 17th January 24th January

21st February 28th February

Fees - Up to 50% Funding May Be Available

Level 2 Award in Leadership and Team Skills:

£600 plus VAT inclusive of registration and certification

Coventry and Warwickshire Skills 4 Growth

Up to 50% funding may be available for this course, subject to eligibility, through Coventry & Warwickshire Skills 4 Growth which supports eligible SMEs to improve skills amongst their workforce.

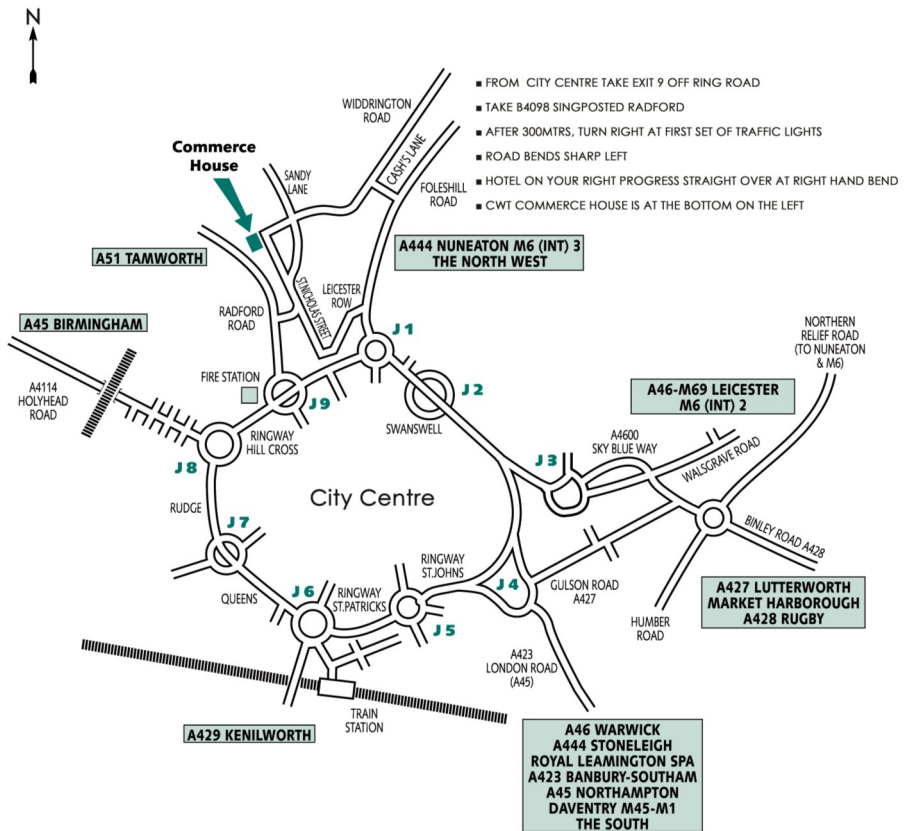
Company Eligibility

Small to Medium Sized Businesses (SMEs) in Advanced Manufacturing and Engineering or Service Sector Industries including Health and Social Care. Must be based in Coventry and Warwickshire.

Eligible Training

- Skills training that will close skills gaps in your business and lead to accredited qualifications.
- Full qualifications or units of qualifications at various levels.





Contact us

For more information about ILM qualifications please contact our Business Development Team:

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Email: enquiries@cw-chambertraining.co.uk



Approved
Centre