

Team Leading

Overview

The aim of the Team Leading Qualification is to contribute to the skills, knowledge and overall performance of Management and Leadership. Its purpose is to provide insight into the principles and processes of Management and Leadership and to aid career progression.

Designed to develop the skills of your potential managers or current managers that wish to gain a formally recognised qualification that recognises their abilities, it will help your employees gain skills and knowledge in many areas, including; manage personal development, set objectives and provide support for team members, plan, allocate and monitor the work of a team, lead and manage meetings, make effective decisions and manage knowledge in their own area of responsibility.

Who will benefit?

This qualification is designed for those who are entering a management role, or who wish to gain a qualification that formally recognises their skills, or those who lead a team and are responsible for its performance.

It also provides the first steps towards preparing for progression to the management level 3 award.

Outcomes

The Team Leading Qualification will benefit your business by enabling learners to meet many objectives; listed below are just a few examples:

- identify and assess progress against performance requirements in their own work role
- understand the benefits and establish working relationships with colleagues and be able to identify potential work-related difficulties and explore solutions
- be able to communicate information and knowledge using appropriate techniques and methods
- be able to communicate a team's purpose and objectives to the team members, develop a plan with team members showing how team objectives will be met and monitor and evaluate progress and recognise individual and team achievement
- plan and allocate work across a team and monitor, evaluate and improve team performance
- understand own responsibilities under equality legislation, relevant codes of practice and own organisational policies
- understand how to identify potential and actual conflicts within a team and take action to resolve them
- able to prepare for, lead and follow up issues identified in meetings
- understand the process of decision-making, and identify and analyse information to enable them to come to a final decision

Team Leading Intermediate Qualification Units

Manage Personal Development	Develop working relationships with colleagues	Communicate information and knowledge
Set objectives and provide support for team members	Plan, allocate and monitor work of a team	Manage or support equality of opportunity, diversity and inclusion in own area of responsibility
Support team members in identifying, developing and implementing new ideas	Manage conflict in a team	Lead and manage meetings
Participate in meetings	Make effective decisions	Manage knowledge in own area of responsibility
Procure supplies	Manage customer service in own area of responsibility	

In addition, learners will also complete functional skills and technical certificates