

# Professional Futures

Innovative Training for Future Success

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## **ILM Level 2 Certificate in Leadership and Team Skills**

The ILM Level 2 (GCSE level) in Leadership and Team Skills is an accredited qualification (City and Guilds of London Institute) which is recognised and valued on a worldwide basis. This course is specifically aimed at team leaders who have some people management responsibility or aspiring team leaders with little experience.

The programme has been devised by a practising manager and leader to cover all the main people management issues that we face when we lead.

**Getting the right mix of inspirational leadership and effective management skills and practices can have a significant impact on your own performance and your organisational performance.**

It is for this reason that the programme has been designed to include units that will enhance your abilities as a Team Leader and to give you the confidence to adopt new practices. The course is flexible to allow you to study wherever you like, at a time to suit you as long as you have internet connection!

Your available topics/units are:

**Leading your work team** – you will gain an understanding of the difference between leadership and management and understand a range of leadership styles, their benefits and potential impact on individuals and performance

**Understanding change in the workplace** – you will gain an understanding of the causes of change in the workplace and you will learn how to support the implementation of change in the workplace.

**Understanding Conflict Management in the Workplace** - you will develop your knowledge and understanding of managing conflict and supporting individuals as required by a practising or potential first line manager. You will understand the causes and stages of conflict along with skills and techniques for managing conflict.

**Planning and Monitoring Work** - you will gain an understanding of how organisational policy affects work planning and allocation, key stages in the process, how to ensure team understanding, monitoring performance, and how to address underachievement.

**Induction and Coaching in the Workplace** - you will gain an understanding of the benefits of induction, how to support new members, a recognised coaching technique, how to plan short coaching sessions, and the importance of constructive feedback.

**Using Resources Effectively and Efficiently in the Workplace** - you will gain an understanding of various workplace resources, the need for adequate materials and labour, how to ensure the efficient and safe usage of resources, and ways of monitoring their effectiveness.

**Managing Yourself** - you will gain an understanding of effective time management, how to identify your own strengths and weaknesses when managing your time. You will learn simple time management and stress management techniques, and where to find sources of support.

**Methods of Communicating in the Workplace** - you will gain an understanding of the importance and impact of effective communication by exploring various methods and their pros and cons, and how to overcome barriers to communication.

**Understand Effective Team Working** - you will gain an understanding of how to create and maintain effective teams, the benefits of teamwork, potential barriers, their effects, and ways to overcome them.

When you enrol on this course, you will receive:

- 9 x ILM accredited units/topics of study
- A series of videos and lessons for your selected units of study.
- 9 x E workbook for each unit, to work through in conjunction with the videos and lessons
- ILM student registration and assessment
- ILM Award qualification certificate
- 9 x Assignment guides and video tutorials
- 1 x Harvard Referencing guide and video tutorial

**Course Fee: £1190**

This excellent value package saves you £194.81!

**Please Note:** You will be sent your first e-workbook once you have successfully registered and made payment for this course. All following workbooks will be sent as and when you have completed and submitted each preceding assignment.