

## **ilm** Level 2 Award in Team Leading

The ILM Level 2 Award in Team Leading is a nationally recognised qualification that has been specially designed to give practising or potential team and cell leaders the foundation for their formal development in this role. Through the development of the topics below participants will gain greater self awareness and more confidence when faced with every day team management situations.



### **Developing yourself as a team leader**

This unit has been designed to enable practising or potential managers develop an understanding of the skills required to become an effective team or cell leader. By raising self awareness, both key strengths and areas for development are defined.

### **Using information to solve problems**

This unit provides a range of practical techniques for solving problems and making decisions from gathering and interpreting information through to the effective communication of outcomes.



### **Motivating the work team to perform**

This unit provides an understanding of performance measures, knowing how to motivate teams and individuals to improve output in the workplace and understanding the value of feedback.

### **Managing yourself**

The final unit examines how to become more personally effective, managing time, tasks and stress through effective goal setting.



## Qualification Overview

Title	<ul style="list-style-type: none"> <li>• ILM Level 2 Award in Team Leading</li> </ul>
Notional Credit Value	<ul style="list-style-type: none"> <li>• Minimum 3 Credits</li> </ul>
Duration	<ul style="list-style-type: none"> <li>• Minimum 22 Guided Learning Hours (GLH)</li> </ul>
To be completed within	<ul style="list-style-type: none"> <li>• One year</li> </ul>
Tutorial Support	<ul style="list-style-type: none"> <li>• Minimum 2 hours</li> </ul>
Structure	<ul style="list-style-type: none"> <li>• One mandatory unit with a credit value of 1 and optional units with a total minimum credit value of 2</li> <li>• Unit M2.01 - Developing yourself as a Team Leader</li> <li>• Unit M2.02 - Motivating the work team to perform</li> <li>• Unit M2.09 - Using information to solve problems</li> <li>• Unit M2.20 - Managing yourself</li> </ul>
Assessment - mandatory unit	<ul style="list-style-type: none"> <li>• Work-based Assignment</li> </ul>
Assessment - optional units	<ul style="list-style-type: none"> <li>• Reflective reviews</li> <li>• Oral presentations</li> <li>• Case studies</li> <li>• Short answer questions</li> </ul>

## Programme Format and Duration

- The programme is delivered through 4 full day workshops, representing a minimum of 22 guided learning hours, including one hour's induction and individual tutorial guidance. The need for additional learning resources and self study may be identified during the programme.

## Assessment

Candidates are required to complete formal assessments as follows:

- A written work based assignment based on a problem in the workplace of between 1000 and 2000 words.
- For each optional module (3), a reflective review, oral presentation, case studies or short answer questions.

### **ILM Membership**

All registered candidates automatically become full members of the ILM for 6 months. Designed to help candidates get the most from their course and advance their management career, studying membership gives access to a wide range of specialist support and development materials and serves. Successful completion of a Level 3 qualification provides eligibility for a minimum grade of Affiliate Membership (AInstLM) of the Institute of Leadership and Management.

### **Next Programme**

The programme is scheduled over four workshops, commencing at 9.00 and concluding no later than 16.00.

#### **ILM 2 AiTL 1/11**

Pre-programme Induction

Workshop 1

Workshop 2

Workshop 3

Workshop 4

Dates to be announced

### **Investment**

The total cost for the programme is £865 per person. This includes all relevant materials, refreshments registration and certification with the Institute of Leadership and Management, along with six months full membership allowing access to a wide range of support and development materials.

### **Bespoke In-house Programmes**

Alternatively, this programme can be delivered internally to your organisation for a total investment of £7770.00 Based on a group size of ten persons, this reflects an investment of £777.00 per person. This cost includes all relevant materials but excludes any costs associated with the training venue.

Should the proposed optional units not fulfil your development needs there are 28 alternative optional units you can select from. A customised internal programme can be then designed, accredited and delivered to meet your learning needs.