

Team Leading

Level 2



Who would benefit from this NVQ?

The ILM Level 2 NVQ Certificate in Team Leading has been designed for team leaders who have some personal autonomy and responsibility, and who collaborate with others to deliver work. The NVQ gives learners the opportunity to develop the core competences needed by team leaders in today's dynamic business world.

What does the NVQ cover?

Learners are required to complete a minimum of 17 credits, consisting of three mandatory units and a choice of one option from Group A and one from Group B:

Mandatory units

- Manage personal development (4 credits)
- Develop working relationships with colleagues (3)
- Communicate information and knowledge (3)

Optional units - Group B (continued)

- Manage knowledge in your own area of responsibility (4)
- Procure supplies (2)
- Manage customer service in own area of responsibility (4)

Optional units - Group A

- Set objectives and provide support for team members (5 credits)
- Plan, allocate and monitor work of a team (5)

Optional units - Group B

- Manage or support equality of opportunity, diversity and inclusion in own area of responsibility (4)
- Support team members in identifying, developing and implementing new ideas (4)
- Manage conflict in a team (3)
- Lead and manage meetings (4)
- Participate in meetings (2)
- Make effective decisions (3)

Course overview

Qualification:	Certificate
Credits:	N/A
Duration:	within 2 years
Learning:	Workplace
Assessment:	Assessor

For more information contact Optimas Training on 01709 33 11 63 or visit www.optimas-training.co.uk

