

1. ILM AWARD IN LEADERSHIP AND TEAM SKILLS



<i>Course Code(s)</i>	<i>Course Date(s)</i>
ILMTL	<p>Spring Course Module 1 19th February 2013 Module 2 5th March 2013 Module 3 19th March 2013 Module 4 9th April 2013</p> <p>Autumn Course Module 1 3rd October 2013 Module 2 17th October 2013 Module 3 31st October 2013 Module 4 14th November 2013</p>

<p>Main Aim and Key Benefits:</p>	<p>This modularised Award in Leadership and Team Skills programme has been designed and developed in conjunction with the Institute of Leadership and Management (ILM) specifically for OBT</p> <p>The four Modules are: Module 1 <i>Leading your Work Team</i> Module 2 <i>Communicating with People</i> Module 3 <i>Planning and Monitoring Work</i> Module 4 <i>Developing Yourself as a Team Leader (Mandatory)</i></p> <p>In addition to the four 6 hour modules the programme includes an induction to the qualification and a tutorial and assessment session.</p> <p>The aim is for participants to acquire skills and knowledge in key areas of team leading at the same time as achieving this nationally recognised qualification accredited by ILM and City & Guilds.</p> <p>The assessment is by way of a Reflective Review which requires the participants to use workplace examples and provide evidence to back this up. A list of assessment criteria is provided for each module.</p>
<p>Course Content</p>	<p>Module 1 – Leading Your Work Team</p> <ul style="list-style-type: none"> • ILM Award Induction • Leadership styles and their effect in the workplace • Self managed team and the benefits to an organisation • Empowering the team <p>Module 2 – Communicating with People</p> <ul style="list-style-type: none"> • The communication process • Methods of communication • Barriers and overcoming them • Effective team briefings • Presentation skills • Helpful tips

	<p>Module 3 – Developing Yourself as a Team Leader</p> <ul style="list-style-type: none"> • Core responsibilities of a leader • Limits of authority and accountability • Identifying strength and development areas • Acting on personal feedback • Developing trust within the team <p>Personal Action Plan</p> <p>Module 4 – Planning and Monitoring Work</p> <ul style="list-style-type: none"> • Setting effective objectives • Ensuring they are compatible • Planning and allocating work • Checking understanding • Monitoring and improving performance
Training Methods:	<ul style="list-style-type: none"> • Group discussion • Syndicate exercises • Skills practice • Management games • Personal questionnaire analysis • Presentations
Who will benefit from attending:	Assistant Bursars, Heads of Departments and Senior Supervisors
Duration:	4 days (7 hour modules)
Certification:	City and Guilds & ILM (Institute of Leadership and Management)
Fee (excl VAT):	£700 for all 4 modules including ILM Accreditation
Training Provider:	Progressive Training