



Most people in a team leading have ended up in that position due to experience and knowledge within the business. But are you sure you are getting the most from them in terms of leadership and management? As **Team Leaders are responsible for the culture of your business** it's well worth reviewing!

These courses are fully funded via the European Social Fund (ESF), for anyone with 3 years+ EU residency and the right to work in the UK.

### Who are these courses for?

Individuals who have responsibility for the work of others, as they lead a team. It is suitable for people who are entering a management role, or who have the ability and the opportunity to **demonstrate recognisable management and leadership skills**, for example, providing leadership for a team, encouraging innovation, allocating and checking work.

At this level, learners can expect to be working as a team leader, section leader, floor manager, helpdesk manager, trainee supervisor or team co-ordinator.

### What is on offer?

You can choose to complete either Bundle 1 or 2.

If needed, Functional Skills courses (maths and/or English) can also be fully funded.

### Bundle 1 - Full Level 2 Diploma

- Manage personal performance and development
- Communicate work-related information
- Lead and manage a team
- Principles of team leading
- Understand business
- Develop working relationships with colleagues
- Contribute to meetings in a business environment
- Manage conflict within a team
- Health and safety procedures in the workplace
- Employee rights and responsibilities
- Understand customers

### Bundle 2 - Select a minimum of four units

- Communicate work-related information
- Lead and manage a team
- Develop working relationships with colleagues
- Contribute to meetings in a business environment
- Understand customers