

Level 2 Certificate in

Principles of Team Leading

This qualification will provide you with the knowledge and understanding required to successfully lead a team. You will develop knowledge around the principles of team leading and the general workings of a business as well as how important it is for a team leader to be able to successfully communicate with a range of stakeholders.

Unit 1: Principles of team leading

Within this introductory unit, you will gain an understanding of various leadership styles. You will develop knowledge of team dynamics and the techniques that are essential to effectively manage a team's workload.

Unit 2: Understand business

Here you will increase your understanding of different organisational structures and the business environment. You will develop your knowledge of the principles of business planning and finance within an organisation, as well as business reporting, management responsibilities and accountabilities within and organisation.

Unit 3: Understand how to communicate work-related information

Here you will look at the principles and techniques behind work-related communication through both verbal and written forms. You will develop knowledge of a range of documents required for different types of meetings in a business environment.

Unit 4: Understand how to manage performance and conflict in the workplace

Within this unit you will develop your knowledge of team performance management through benchmarking, discovering how to manage underperformance within a team and conflict in the workplace.

Unit 5: Principles of equality and diversity in the workplace

In this unit you will develop an understanding of the standards and expectations of equality and diversity in the workplace, including the potential consequences of failing to comply with the relevant legislation.

Unit 6: Understand how to develop working relationships with colleagues

In Unit 6 you will look in detail about the principles of effective teamwork and how to be a 'buddy'. This unit also covers the benefits of effective team working, how to give feedback constructively and the techniques that may be used to resolve team conflict.

Unit 7: Understand health and safety procedures in the workplace

Within this unit you will look at the main health and safety responsibilities and laws affecting the workplace. You will look at employers' and employees' responsibilities in relation to health and safety, as well as the support that is available for employees.

Unit 8: Understand how to develop and deliver a presentation

In the final unit, you will look at the development and delivery of presentations. You will discover the advantages and limitations of various forms of media, look at the factors affecting contingency plans and consider different ways to evaluate presentations.



*The level 2 distance learning courses are fully funded.
The only criteria is that you are over 19, have lived in the EU for the past 3 years and currently live in England.*



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POA Learning Centre at:
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