Team Leading Programme Spring 2017

Who is this programme for?
If you are a Team Leader who works alongside team members but are also responsible for planning, allocating and monitoring work while supporting team members’ performance then this programme aims to develop your skills in effective team leading.

The programme is typically for Team Leaders in the MPA, Technical and Operational job families. For those interested in developing their team leading skills but for whom the Team Leading programme is not the appropriate route, further opportunities can be found on the Employee and Organisational Development website.

Programme structure:

Launch Event (Wednesday 18 January, 09:30-10:30)
A one hour, introductory session provides you with an overview of the programme and an opportunity to explore and discuss the role of the Team Leader.

ILM Induction Event (Wednesday 18 January, 10:30-11:30)
A one hour session covers the additional requirements for the ILM Award including attending tutorial support sessions and undertaking ILM set knowledge assessments in some topic areas.

Courses:
ILM Briefing (Wednesday 1 February 09.00 – 09.30)
Developing Yourself as a Team Leader (Wednesday 1 February, 09.30-16.30)
This course is for team leaders who wish to understand the roles and responsibilities of a team leader and be able to improve their personal performance.

Communication and Understanding Change in the Workplace (Wednesday 22 February, 09.30-16.30)
This course will help Team Leaders develop a knowledge and understanding of communication in the workplace, including interpersonal communication. It will also help Team Leaders develop an understanding of how to deal effectively with change.

Planning and Monitoring Work (Friday 17 March, 09.30-16.30)
This course is for team leaders who want to develop an understanding of effective planning and monitoring of work.

Induction in the Workplace (Wednesday 29 March, 09.00-14.00)
This course is for Team Leaders who want to develop an understanding of the importance of induction in integrating and supporting new employees into their role, the team and the University.

ILM Briefing (Wednesday 26 April, 09.00-09:30)
Coaching in the Workplace (Wednesday 26 April, 09.30-14.00)
This course is for Team Leaders who want to understand the impact of coaching in the workplace and learn how to use different coaching models.
Presentation (Wednesday 17 May, 09:30-13:00)
There is a strong focus on demonstrating how learning is being applied in the workplace, with relation to the main themes of the programme. You will deliver a short presentation at the end of the programme on one of the key topics covered.