Team Leading Programme Spring 2018

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 (Thursday 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 (Thursday 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:

Developing Yourself as a Team Leader (Wednesday 31 January, 09:30-16:30)
This course will help participants understand the roles and responsibilities of a team leader and provide them with the tools to review and be able to improve their personal performance.

ILM Briefing (Tuesday 13 February, 09:00-09:30)

Understanding Effective Team Working (Tuesday 13 February, 09:30-13:00)
Team Leaders achieve objectives through helping their team members to work together. This course will help Team Leaders develop an understanding of the characteristics of effective teams and their role in creating and maintaining team effectiveness.

Induction and Coaching in the Workplace (Wednesday 7 March, 09:30-16:30)
This course helps participants understand the importance of induction and the role they play in supporting new employees integrate into their team. Taking a coaching approach to development allows Team Leaders to support employees in their learning and progression. The workshop explains the impact of coaching in the workplace and different coaching models that can be used to develop team members.

ILM Briefing (Tuesday 10 April, 09:00-09:30)

Understanding Change in the Workplace (Tuesday 10 April, 09:30-16:30)
This course will help participants develop an understanding of how to effectively deal with change in their role as a Team Leader. They will develop an understanding of how people react to change and learn how to support team members to manage through the implementation of change.
Programme Learning Review (Wednesday 2 May, 09:30-12:00)
There is a strong focus on demonstrating how learning is being applied in the workplace, with relation to the main themes of the programme. During this review session, Team Leaders will provide fellow participants with an overview of how they have applied their learning in the working environment.