

NCFE Level 2 Certificate in Principles of Team Leading (QCF 16 Credits)

What are the specific details?

Duration	You have up to eight weeks to complete the course.
Venue	Run via distance learning and can therefore be fitted around work and personal life.
Cost	Free (fully government funded)*.

This qualification is designed to give an introduction to the roles and functions of a team leader as well as exploring issues such as motivating teams, planning and monitoring their work, accountability and authority limitations.

Who is this course suitable for?

It is suitable for those wanting to embark on a career in management and who wish to achieve qualification to support their work.

Do I need any experience?

It is ideal for those already working in a team leading role who are looking for ways to enhance their knowledge.

How is the course delivered?

The programme is delivered online or through a workbook by a range of assessments. These are assessed by the tutor throughout the programme from induction to completion.

What will I gain from this course?

You will gain the NCFE Level 2 Certificate in Principles of Team Leading (QCF 16 Credits).

What will I learn?

Learners are required to undertake the following units:

- Unit 1 Principles of team leading
- Unit 2 Understand business
- Unit 3 Understand how to communicate work-related information
- Unit 6 Understand how to deliver customer service and resolve problems
- Unit 8 Understand how to develop working relationships with colleagues
- Unit 11 Introduction to coaching
- Unit 12 Introduction to mentoring
- Unit 13 Understand personal development

*Learners must be 19 years+ and have lived in the UK/EU for 3 years.

For further information, or enrolment, please contact Business Solutions on:

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