

Institute of Leadership and Management Level 2 Certificate in Team Leading

The interactive workshops are delivered in our training suite at Bradford and are for those who wish to achieve an ILM qualification and gain essential knowledge and skills to lead and manage a team.

To achieve the qualification there will be a number of assessment workbooks to complete.

| Date | Subject |
|-------------------------------------|--|
| Wed 27 th June 2018 | Induction and manage professional development |
| Wed 11 th July 2018 | Set objectives, plan, allocate and monitor the work of a team and provide support for team members |
| Wed 25 th July 2018 | Communicate information and knowledge |
| Wed 8 th August 2018 | Site visits & Leading, managing and participating in meetings |
| Wed 22 nd August 2018 | Managing mine and others performance |
| Wed 5 th September 2018 | HR and Employment Law |
| Wed 19 th September 2018 | How to make effective decisions and problem solving |
| Wed 3 rd October 2018 | Health & Safety & Change, |
| Wed 17 th October 2018 | Manage difficult situations, people and develop working relationships |

Please note dates may be subject to change and managed within the group.

Sessions held at: Appris Management Limited
Laisterdyke
Bradford
BD4 8AT

Time per session: 9.00 am – 4.00 pm (approx. time of finish). Lunch will be provided.

Dates may be subject to change
Ref: CG/GP28