

Working as a **team leader** is all about organisation, delegation, management and performance monitoring. Team leaders oversee projects and supervise the day-to-day operations of their team, making sure everyone is pulling their weight, distributing the workload evenly and that motivation and performance levels are maintained. A team leader is someone who provides direction, instructions and guidance to their team, for the purpose of achieving a certain goal.

Skills, interests and qualities

- good communication and listening skills
- good customer service skills
- the ability to solve problems
- the ability to write reports
- respect for others
- confidence in your ability
- a willingness to listen and learn
- the ability to motivate and inspire others
- good organisational skills
- the ability to prioritise workloads
- the ability to delegate



What training will I receive?

- develop the core skills to become an effective team leader
- identify motivation techniques that help you to get the best from others
- learn a range of tools to develop yourself as an effective team leader
- gain the confidence to tackle difficult issues.

When do I attend?

Training can be organised to suit the needs of employers and usually done on the job, as long as you are away from carrying out your usual duties to receive the training input needed. There may be a need to attend at Webs Training premises for some of the programme, but this will be agreed as required with the employer.

What qualifications will I get?

Throughout your level 2 training programme you will need to prove your ability in all of the following requirements:

- Developing yourself as a Team Leader
- Improving performance of the work team
- Planning and monitoring work

Plus your employer will choose optional units required for the needs of the business and your personal development needs, from a wide range available.

The qualification can be achieved via two routes:

1. An NVQ only route (applicable to adults in the work place) undertaking a **Level 2 in Team Leading**
2. An **Intermediate Apprenticeship at Level 2 in Team Leading - Plus** improving Functional Skills in English and maths (where appropriate)

Progression Opportunities

With a Level 2 apprenticeship, you can start working towards the Advanced Level 3 Apprenticeship. You may also be given the opportunity to develop your managerial skills by undertaking a management qualification.

Once you've established yourself as a team leader, the only way is up! As you progress through the managerial ranks, you will most likely take a step back from direct team management and focus more on top-level strategy and business decision making. You could eventually become a project manager, a programme manager, a managing director and beyond.

How do I apply?

There are several ways to apply:

- contact the recruitment team on 0115 9677771 or write to WEBS Training Ltd The Poplars Wollaton Road Beeston NG9 2PD
- submit an enquiry via the website at www.webstraining.com
- e.mail us at info@webstraining.com

