

College	Level
Blackburn College	Level 1
Blackburn College	Level 2
Blackburn College	Level 3
Blackpool & the Fylde College	Level 1

Blackpool & the Fylde College

Level 2

Blackpool & the Fylde College

Level 3

Burnley College

Level 1

Burnley College

Level 2

Burnley College

Level 3

Furness College

Level 1

Furness College

Level 2

Furness College

Level 3

Kendal College

Level 1

Kendal College

Level 2

Kendal College

Level 3

Lancashire Adult Learning

Level 1

Lancashire Adult Learning

Level 2

Lancashire Adult Learning

Level 3

Lancashire Adult Learning

Level 3 Opt 2

Lancashire Adult Learning

Level 3 Opt 3

Lancaster & Morecambe College

Level 1

Lancaster & Morecambe College Level 2

Lancaster & Morecambe College Level 3

Preston College Level 1

Preston College Level 2

Preston College

Level 3

West Lancashire

Level 1

West Lancashire

Level 2

West Lancashire

Level 3

Qualification

NCFE/CACHE Level 1 Award in Personal and social development, cre

NCFE Level 2 Certificate in Principles of Team Leading Developing yo

Level 3 Programme Structure - 12 days

Ascentis Level 1 Certificate in Progression (600/8490/X) (21 credits)

CMI Level 2 Certificate in Team Leading (601/0499/5) (15 credits)

CMI Level 3 Certificate in Principles of Management and Leadership
(603/2021/7) (13credits)

L1 Award in Skills for
Employment, Training and
Personal Development.

L2 Certificate in Team
Leading

Certificate in Principles of
Leadership

L1 Award in Skills for
Employment, Training and
Personal Development.

L2 Certificate in Team
Leading

Certificate in Principles of
Leadership

EtCal L1 units

L2 Team Leading Certificate
(NCFE or ILM) 17 credits

L3 Certificate in Team
Leader (ILM)

Level 1 Certificate in Individual Capital Development 14 credits

Certificate in the Principles of Team Leading Level 2 (19 credits)
Introduction to Peer Support Skills (2 credits)

ILM Certificate in Principles of Leadership and Management

TQUK Level 3 Award in Coaching and Mentoring

ILM Level 3 Certificate in Effective
Coaching and Mentoring

Level 1 Award in Personal Resilience & Perseverance

L2 Certificate in Team Leading
Level 1 Award in Understanding an Inclusive Environment

L3 Diploma in Principles of Management & Leadership

Level 1 Award in
Employability
Skills

Level 2 certificate
in Leadership and
team skills

Level 3 Certificate
in Leadership and
Management

Level 1 Certificate
in Personal
Progression

Level 2 in Team
Leading

ILM Level 3 in
Leadership and
Management

Modules

- Developing self
- Individual rights and responsibilities
- Working as part of a group
- Dealing with problems in daily life

- develop their knowledge of the principles of team leading
- develop their understanding of business
- develop the knowledge needed to support communication

- Leading people, Communication, Managing people
- Building relationships, Operational management, Project management, Managing
- Finance Self-awareness and continuous development Decision making

- Personal Development Skills
 - Personal Career Preparation
 - Developing Personal Confidence and Self Awareness
 - Understanding Motivation
 - Time Management
 - Understanding Stress and Stress Management Techniques
 - Emotional Intelligence
 - Group & Teamwork Communication Skills
 - Improving Assertiveness and Decision Making
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- Introduction to team leading
- Personal development as a team leader
- Building work relationships

Within these units, the following elements will be embedded;

- Developing yourself as a team leader
- Leading your work team
- Planning and monitoring work
- Improving performance of the work team
- Using information to solve problems
- Gathering, interpreting, and utilising data in the workplace
- Understanding good practice in workplace coaching
- Undertaking coaching in the workplace

- Principles of Management and Leadership
- Managing a Team to Achieve Results

Within these units, the following elements will be embedded;

- Understanding leadership
- Understand how to establish an effective team
- Developing yourself and others
- Understanding communication process in the workplace
- Advanced communication techniques including using the SBAR tool and developing motivational interviewing techniques
- Giving briefings and presentations
- Solving problems and making decisions
- Understanding innovation and change in the workplace
- Planning change in the workplace
- Understanding training, mentoring, and coaching in the workplace

- IT communication fundamentals
- Recognising Employment Opportunities
- Understanding stress and stress management techniques
- Understanding IT in the workplace
- Group and team work communication skills
- Team leading skills
- Word processing software

- Being a Team Leader
 - Providing Customer Service
 - Monitoring Team Performance
 - Building Work Relationships
 - Developing Team Needs
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- Managing a Team to Achieve Results
- Stakeholder Relationships
- Effective Communication
- Project Delivery
- Budgets and Resources
- Personal & Professional Development

- IT communication fundamentals
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 - Budgets and Resources
 - Personal & Professional Development
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- Developing yourself
- Personal management
- Emotional Intelligence
- Assertiveness and perception management
- Personalities and team working.

- Developing yourself as a team leader
- Leading your work team
- Planning and monitoring work
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- Understanding good practice in workplace coaching
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- Understanding leadership
- Understand how to establish an effective team
- Developing yourself and others
- Giving briefings and making presentations
- Solving problems and making decisions
- Understanding innovation and change in the workplace
- Understanding communication process in the workplace
- Understanding training and coaching in the workplace.
- Motivational interviewing

- Confidence and Resilience
- Responsible Working Practices
- Time Management skills
- Prioritisation skills
- Assertiveness and Decision Making
- Working as a Team
- Dealing with Difficult Situations in a Workplace

- Principles of Team Leading
- Understand business
- Understand how to communicate work-related information
- Understand how to manage performance and conflict in the workplace
- Principles of equality and diversity in the workplace
- Understand how to develop working relationships with colleagues
- Understand health and safety procedures in the workplace
- Understand how to develop and deliver a presentation

Extra units completed in addition to the Principles of Team Leading include:

- Introduction to coaching and mentoring (included in the seven days)
- Understand personal development

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- Understanding leadership
 - Leading and motivating a team effectively
 - Planning and allocating work
 - How to motivate to improve performance
 - Stress management in the workplace
 - Developing yourself and others
 - Conflict management in the workplace
 - Performance management
 - Quality management in the workplace

- Good practice in both coaching and mentoring
- Coaching pathway or a mentoring pathway

- Principles of coaching and mentoring
- Skills required of a coach
- Skills required of a mentor
- Impact of coaching and mentoring on the individual, team and organisational performance

- Communication skills for Work
- Career Planning
- Improving Own Confidence
- Intro to Peer Support Skills
- Problem Solving in the Workplace
- Time Management
- Understanding Stress & Stress Management
- Working in a Team

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- Personal Development as a Team Leader
 - Intro to Team Leading
 - Developing Team Needs

- Principles of Management & Leadership
- Managing Own Personal and Professional Development
- Managing Individuals to be Effective in their Role
- Managing a Team to Achieve Results
- Presenting for Success
- Supporting Teams and Individuals Through Change
- Principles of Communication in the Workplace

- Understanding Mind set
- Setting yourself targets
- Problem Solving at work
- Developing assertiveness
- Creative Thinking
- Working in a Team
- Understanding conflict at work
- Essential Digital Skills

- Developing yourself as a Team Leader
- Understanding effective team working
- Improving performance of the work team
- Planning and monitoring work
- Using information to solve problems
- Leading your work team
- Gathering, interpreting and utilizing data in the workplace
- Undertaking coaching within an organizational context.

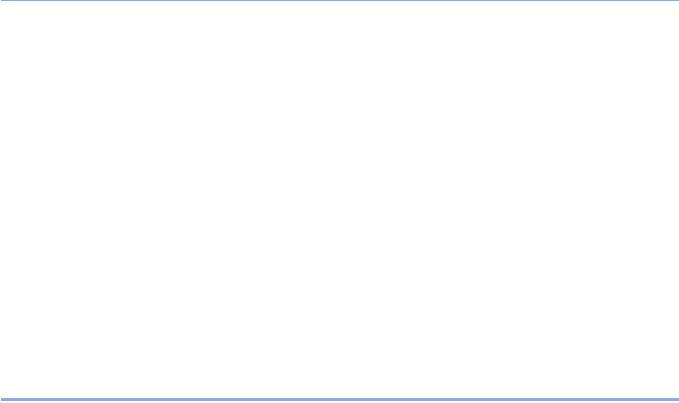
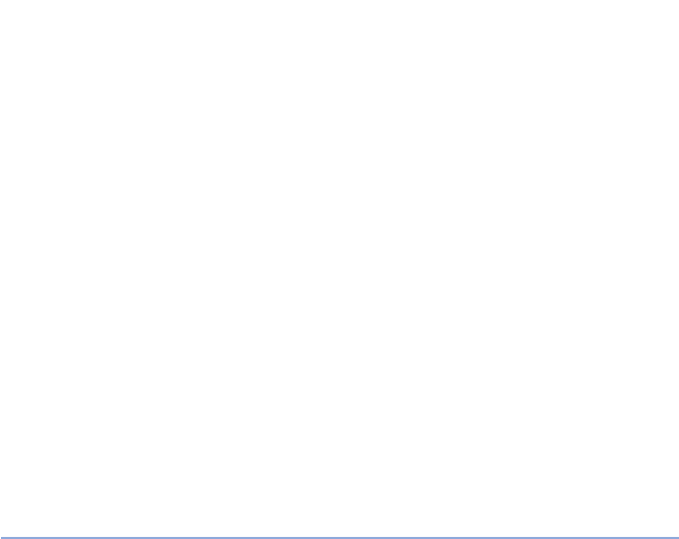
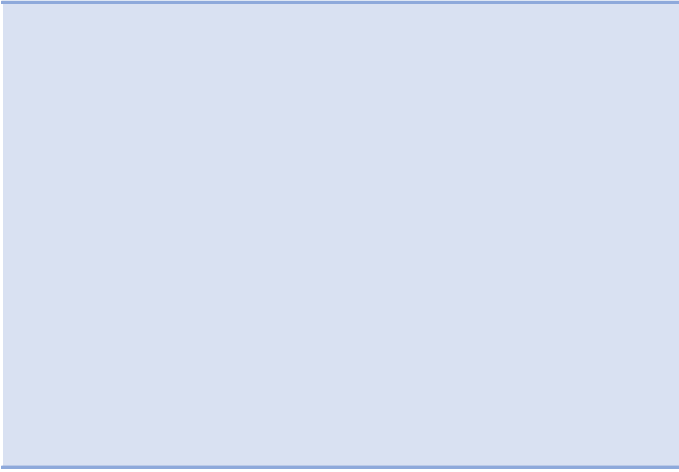
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- Developing yourself and others
 - Understanding leadership
 - Understanding training and coaching in the workplace
 - Understanding how to establish an effective team
 - Planning change in the workplace
 - Understanding innovation and change in an organization
 - Solving problems and making decisions

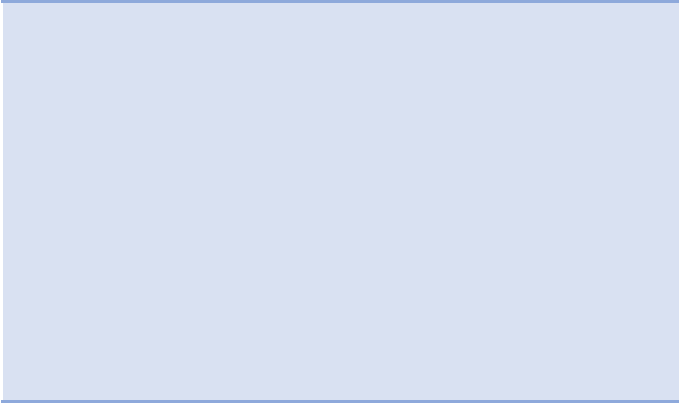
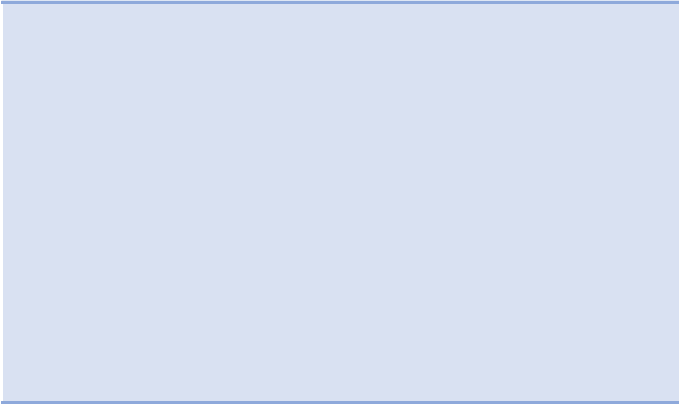
- Communication skills for group and teamwork
- Developing a personal learning programme
- Improving Assertiveness and decision making
- Introduction to peer support skills
- Problem solving in the workplace
- Team Cohesion
- Team values & goals

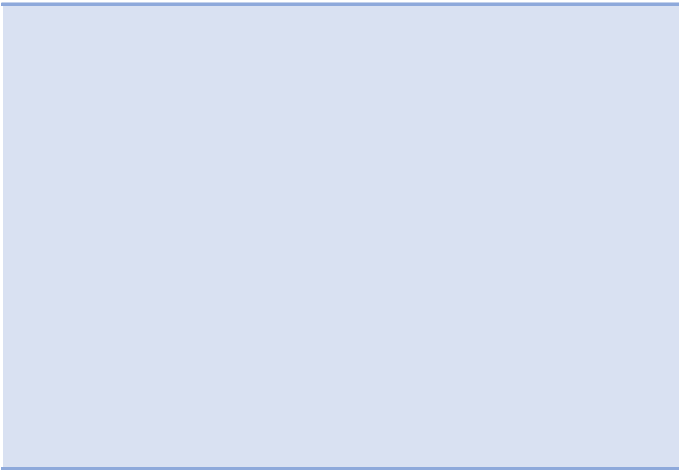
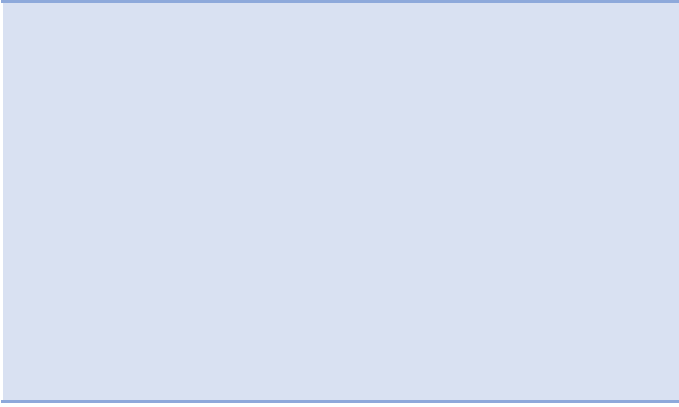
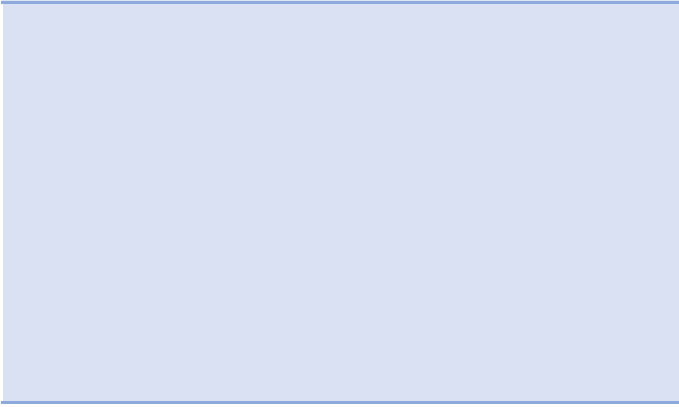
- Developing yourself as a team leader
- Leading your work team
- Planning and monitoring work
- Improving performance of the work team
- Using information to solve problems
- Gathering, interpreting and utilising data in the workplace
- Understanding good practice in workplace coaching
- Undertaking coaching in the workplace

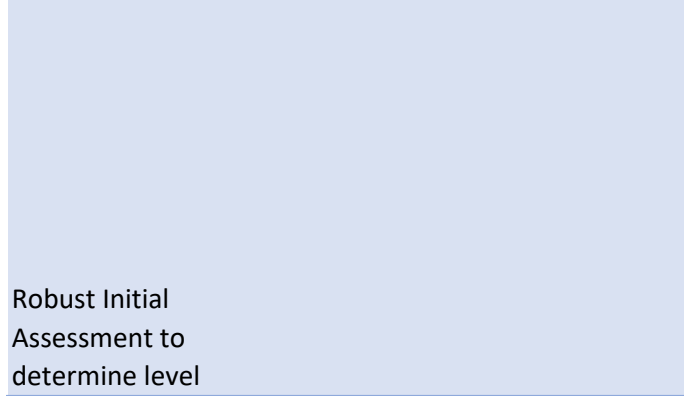
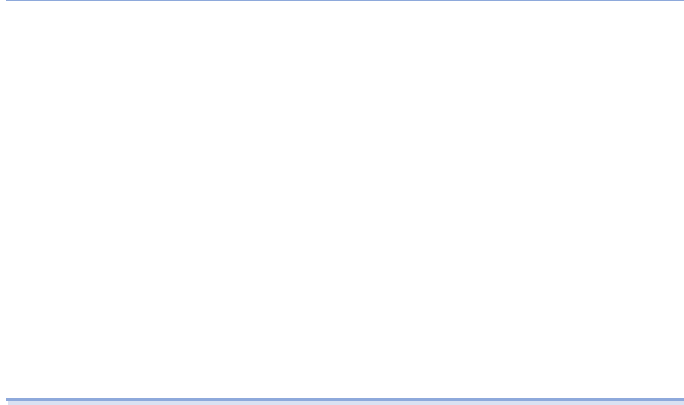
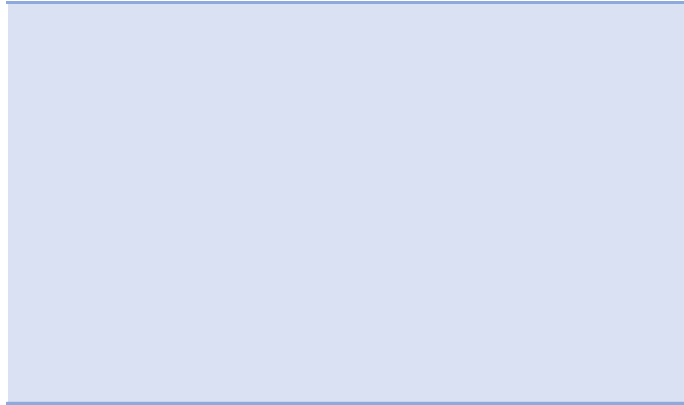
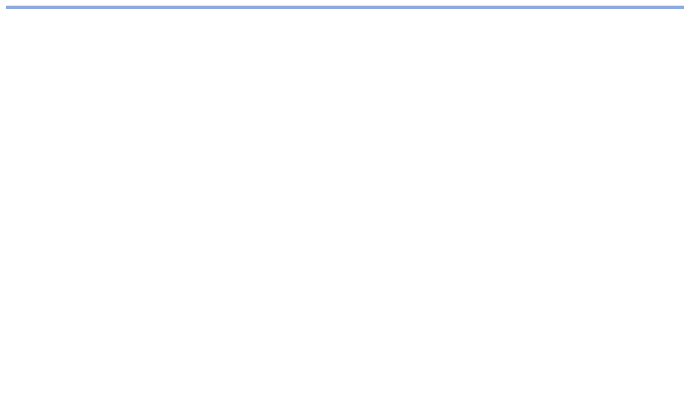
- Understanding leadership
- Understand how to establish an effective team
- Developing self and others
- Giving briefings and making presentations
- Managing workplace projects
- Leading & motivating a team effectively
- Understanding training and coaching in the workplace

Pre-Requisite









Robust Initial
Assessment to
determine level

Robust Initial
Assessment to
determine level

- English L2
- Some leadership Responsibility