



ESF: Distance Learning

NCFE Certificate in Principles of Team Leading Level 2

Aged 19+
(born before
01/09/1999)

Lived in the
EU for 3 years

Available
fully-funded

This course provides excellent fundamental training for those aspiring to become new supervisors/team leaders or those who are already in a supervisory role but who have had little or no formal training.

Session 1

Principles of Team Leading

- Difference between Leadership and Management
- Understand what leading your team means
- Understand a range of leadership styles
- Managing Change

Understand Business

- Explain the structure and use of SWOT, internal and external influences
- Understand business planning and finance
- How to successfully delegate

Session 2

Understand how to communicate work-related information

- Importance of effective communication
- Communication methods and their optimal use, including digital methods
- How to partake in and lead a meeting

Understand how to manage performance and conflict in the workplace

- Understanding the organisational goals of the team
- Understand how to manage team performance
- Holding the individual and team accountable for goals
- Methods for conflict management

Session 3

Understand how to develop working relationships with colleagues

- Principles of effective team work
- Networking and building up relationships with other teams and departments
- Conflict management techniques and negotiation skills

Introduction to mentoring

- Understand the purpose and benefits of mentoring
- Examine what a mentoring agreement is and how it works
- Understand the skills and tools required by a mentor

Session 4

Introduction to coaching

- Understand coaching in the workplace
- How to use GROW and coaching methodologies
- Develop how to coach individuals in the team

Understand how to develop and deliver a presentation

- How to develop a presentation
- The principles underpinning the delivery of presentations
- Explain your actions and learnings from the courses

This course will be delivered over four sessions. Training on the subjects will be given by a qualified trainer and throughout these sessions, the learner will need to complete a question workbook and collect evidence of work being completed, that will be marked by the tutor to show that the new skills have been embedded. Each learner must attend each session to complete the training

Contact a member of the TESS team for more information on
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Delivered by:



Co-financed by:

