



Closing the gap between **performance and potential**



**FOUNDATION APPRENTICESHIP
IN TEAM LEADING
LEVEL 2**

www.t2group.co.uk



WHO IS THE PROGRAMME FOR?

The Foundation Apprenticeship in Team Leading has been designed for people who are entering or new to management or those who are responsible for the work of others but have had no formal previous management training.

HOW LONG IS THE PROGRAMME?

The programme is delivered over 13 months however, it is possible to complete it earlier if a higher volume of the work necessary can be completed each month.

HOW DOES IT WORK?

The programme is delivered entirely in the workplace on a one to one basis by your own dedicated Management Coach who meets with you face to face every month to provide individualised support. This includes teaching, training, coaching, assessment and regular reviews of your progress with you and your manager. The aim of the programme is for you to apply the new skills that you learn to improve the performance of you and your team in your workplace.

WHAT QUALIFICATIONS WILL I ACHIEVE AT THE END?

On successful completion of the programme, as well as a Foundation Apprenticeship in Team Leading, you will have achieved an ILM Level 2 Diploma in Team Leading. This includes the following:

course units	Mandatory	A selection of some of the optional units available from a wider range include:
	<ul style="list-style-type: none"> Manage personal performance and development Communicate work related information Lead and manage a team Principles of team leading Understanding business Employee rights and responsibilities 	Optional <ul style="list-style-type: none"> Develop working relationships with colleagues Contribute to meetings in a business environment Principles of equality and diversity in the workplace Manage team performance Chair and lead meetings Manage individuals performance Develop a presentation Deliver a presentation Deliver customer service



ESSENTIAL SKILLS

You will also need to pass:

- Essential Application of Number Skills Level 1
- Essential Communication Skills Level 1
- Essential Digital Literacy Skills Level 1

