

# Team Leading & Management Staff

Affix your business card here

### Heather Fielding

Tel: 01253 756428  
Mob: 07891 886659  
hfielding@beneast.co.uk

### Louise Lawrence

Tel: 01253 756433  
Mob: 07840 301792  
llawrence@beneast.co.uk

### Kevin Brooks

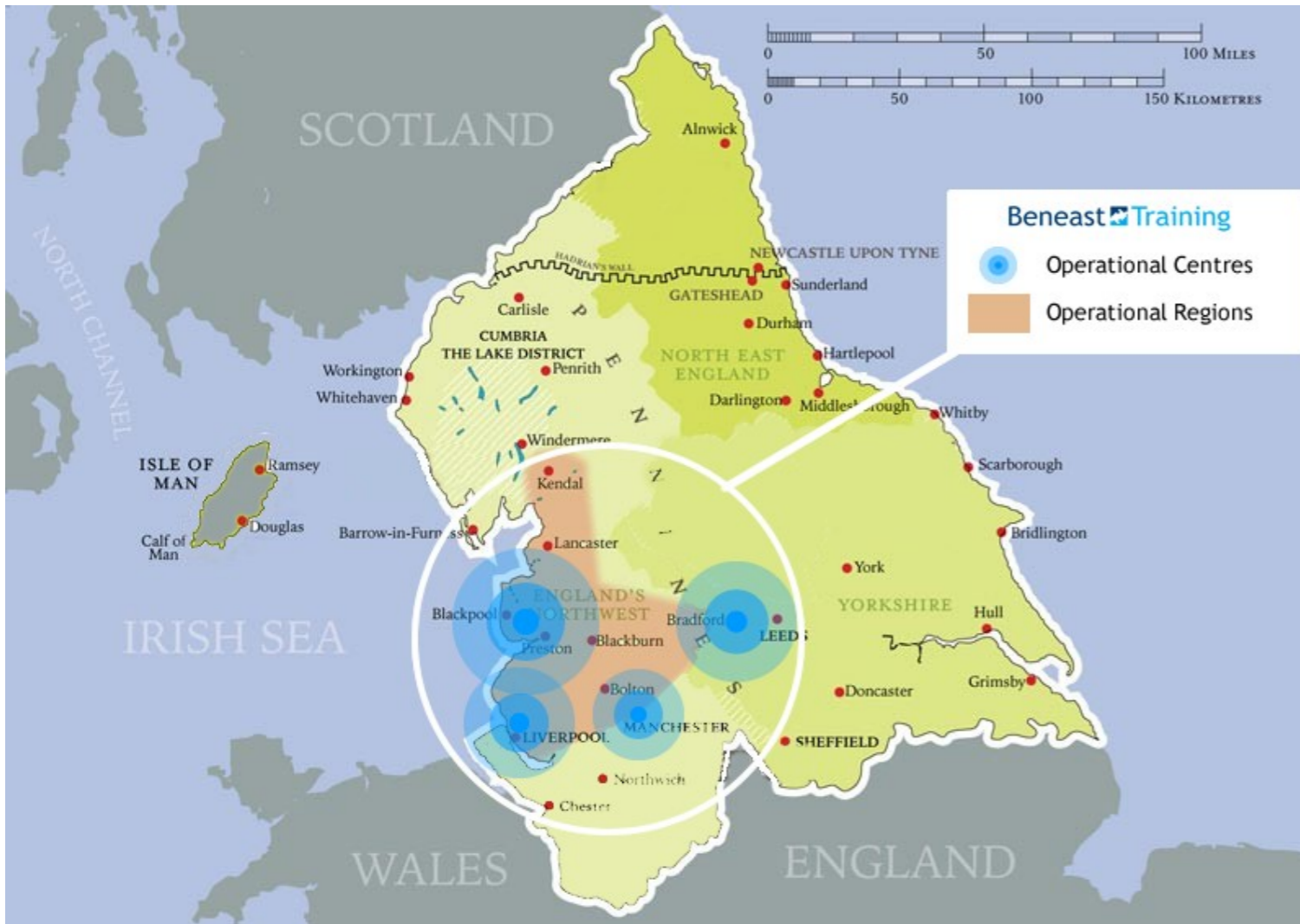
Tel: 01253 756435  
Mob: 07967 657050  
kbrooks@beneast.co.uk

### Beneast Training Limited

Head Office  
Coleridge Road  
Blackpool  
FY1 3RW  
Tel: 0845 500 6400  
Web: www.beneast.co.uk



# Commercial Courses in Team Leading & Management





## Commercial Courses in Team Leading & Management

### NVQ Certificate in Team Leading (Level 2)

This programme is supported within the workplace by visits from a dedicated trainer/assessor.  
There is a 2 hour induction that can be delivered as a twilight session at one of our training centres. Learners are encouraged to upload to an electronic portfolio, this allows the dedicated trainer/assessor to give rapid feedback. Learners are given the opportunity to attend 2 half-day workshops to further their knowledge and understanding.  
Delivered in small group sessions at various start times throughout the year at Beneast training or at company premises.  
There is a wide range of unit options which means that they can be customised to suit organisational needs if delivered in a group situation for a company.

**Length of Qualification:** Achievable in 6 months

**Price:** To be negotiated

**Credit Value:** Minimum of 13 credits

### ILM Certificate in Team Leading (Level 2)

The certificate involves practical techniques in “Motivating Teams” and “Planning and Monitoring Work”. Team building is explained along with “Effective Communications” and “Working with SMART targets”.  
There is a half day induction and 2 half day workshops per month  
Delivered in small group sessions at various start times throughout the year at Beneast training or at company premises.  
There is a wide range of unit options which means that they can be customised to suit organisational needs if delivered in a group situation for a company.  
The level 2 Certificate in Team Leading

**Length of Qualification:** Achievable in 6 Months

**Price:** To be negotiated

**Credit Value:** Minimum of 13 credits

### Award in First Line Management (Level 2)

The Award in First Line Management is a concise qualification that gives an introduction to the skills, knowledge and understanding required by today’s first line managers.  
The mandatory unit of “Problem solving and making decisions” is designed to develop practical techniques for tackling managerial decisions. Candidates are encouraged to gather and interpret information, then apply relevant techniques to then inform others with effective communication as to the outcomes.  
There is a half day induction followed by 8 half day sessions.  
Delivered in small group sessions at various start times throughout the year at Beneast training or at company premises.  
There is a wide range of unit options which means that they can be customised to suit organisational needs if delivered in a group situation for a company.

**Length of Qualification:** Achievable in 6 months

**Price:** To be negotiated

**Credit Value:** Minimum of 5 Credits

### Certificated & Non-Certificated Full & Half Day Courses

Beneast Training management department offers full and half day courses, certificated and non certificated, on the following subjects:

- Introduction to Leadership
- Managing performance
- Developing yourself and others
- Problem solving for managers
- Managing Change
- Building effective teams
- Motivating to perform in the workplace
- Organising and delegating effectively
- Time management
- Effective communications
- Effective Team briefing
- Feedback and 1-1 briefings
- Developing effective working relationships
- Effective performance appraisals
- Team Building

These sessions can be delivered at Beneast Training premises or at a workplace.

There will be specific dates throughout the year dependent on demand and adequate group size.

Any of the subjects can be adapted and customised to suit an organisations needs and we will be happy to look at this with you.

Most subjects benefit from a follow up session.

The cost of these sessions depend up on the length of the session and if certificated.

An ideal group size would vary between 6 to 12 learners.

### Award in Team Leading

The Award in Team Leading is a concise qualification designed to give learners a basic knowledge of the role, function and responsibilities of a team leader. Additionally, the qualification highlights the authority and accountability of a team leader. Developing yourself as a team leader is an excellent starting point for any team leaders who may be new to the their roles and responsibilities. Experienced team leaders may wish to undertake this qualification to give themselves a sold understanding of the principles and practices of team leading. There is a half day induction and 4 half day twilight sessions  
Delivered in small group sessions at various start times throughout the year at Beneast training or at company premises.  
There is a wide range of unit options which means that they can be customised to suit organisational needs if delivered in a group situation for a company.

**Length of Qualification:** Achievable in 4 months

**Price:** To be negotiated

**Credit Value:** Minimum of 13 credits

### NVQ Certificate in Management (Level 3)

This programme is supported within the workplace by visits from a dedicated trainer/assessor.  
There is a 3 hour induction that can be delivered as a twilight session at one of our training centres. Learners are encouraged to upload to an electronic portfolio, this allows the dedicated trainer/assessor to give rapid feedback. Learners are given the opportunity to attend 3 half-day workshops to further their knowledge and understanding.  
Delivered in small group sessions at various start times throughout the year at Beneast training or at company premises.  
There is a wide range of unit options which means that they can be customised to suit organisational needs if delivered in a group situation for a company.

**Length of Qualification:** Achievable in 12 Months

**Price:** To be negotiated

**Credit Value:** Minimum of 25 credits

### Certificate in Leadership & Management Skills (Level 3)

The Certificate involves learners exploring problem solving, decision making techniques and leadership styles.  
Aspects of motivation and team development along with effective communication. There are a variety of optional units including; effective time management, leading a team and developing yourself and others.  
There will be a full day induction followed by a full day workshop and 14 half day sessions.  
Delivered in small group sessions at various start times throughout the year at Beneast training or at company premises.  
There is a wide range of unit options which means that they can be customised to suit organisational needs if delivered in a group situation for a company.

**Length of Qualification:** Achievable in 12 months

**Price:** To be negotiated

**Credit Value:** Minimum of 15 Credits

### Level 3 Certificate in First Line Management

A comprehensive programme, where organisational change is explored giving participants a deeper understanding of this critical workplace issue. Learners are provided with the tools to plan for and deal with organisational upheaval. The crucial skill of “Time Management” is also explained in the 4th mandatory unit.  
There is a full day induction and 2 half-day workshops to attend each month.  
Delivered in small group sessions at various start times throughout the year at Beneast training or at company premises.  
There is a wide range of unit options which means that they can be customised to suit organisational needs if delivered in a group situation for a company.

**Length of Qualification:** Within 14 months

**Price:** To be negotiated

**Credit Value:** Minimum of 20 Credits