

Chartered Management Institute Level 2 Team Leading Diploma

The venue for all workshops is Highlands College
5:30pm – 8:30pm

Course Code: 1666CMIT01

Module	Session A Date	Session B Date	Assignment submission
Induction	Monday 12 September	N/A	
Personal Development as a Team Leader 6 credits 2001	Monday 19 September	Monday 26 September	Thursday 6 October
Building Work Relationships 5 credits 2005	Monday 10 October	Monday 17 October	Thursday 27 October
Communicating with a Team 5 credits 2002	Monday 31 October	Monday 7 November	Thursday 17 November
Monitoring team performance 5 credits 2003	Monday 21 November	Monday 28 November	Thursday 8 December
Developing team needs 6 credits 2006	Monday 9 January	Monday 16 January	Thursday 26 January
Controlling Resources 6 credits 2004	Monday 30 January	Monday 6 February	Thursday 16 February
Providing Customer Service 5 credits	Monday 20 February	Monday 27 February	Thursday 9 March

Who is this course for?

This programme is intended for people who are responsible for leading a team which directly provides services or produces goods. It is equally valuable for the person who wants to develop towards a future role as a team leader. It is extremely relevant for individuals wishing to study while they work.

How long is this course and when does it run?

Delivery is through evening workshops delivered over a six month period.

Start date: Monday 12 September

End date: Thursday 9 March

Where is this course delivered?

The course is held at Highlands College. In addition to the workshops students will be provided with a log-in for our online e-learning environment (Moodle) and will be able to study at home through the provision of highly interactive online learning materials for each unit. Students will be provided with a full reading list and they will have direct access to the library at Highlands College which is stocked with up-to-date publications.

What are the entry requirements for this course?

There are no formal entry requirements

What will I study on this course?

- Personal Development as a Team Leader
- Building Work Relationships
- Team Communications
- Team Performance
- Team Development
- Controlling Resources
- Providing Customer Service

What qualification will I gain?

CMI Level 2 Diploma in Team Leading

How will it be assessed?

To successfully complete the programme, delegates must complete both written and practical assignments.

What does this course lead on to?

On completion of the qualification delegates can progress on to CMI Level 3 First Line Management.

How much will it cost?

The CMI Level 2 Diploma in Team Leading price is **£1,122**. Registered ISE (GST) exempt companies will pay **£1068.57**. The fee includes the Induction session, all workshop sessions, assessments and CMI registration and membership fee.

How can I find out more?

Please contact the Business Development team via email bdc@highlands.ac.uk or telephone 01534 608706/608708. The CMI website address is <http://www.managers.org.uk/>