

# Business and Administration

**Course Name**

Diploma in Team Leading

**Course Description**

You will be assigned a dedicated Tutor who will visit you once a month to train, coach and support you throughout the duration of the course. You will agree a monthly action plan of activities to undertake and evidence to collect before your next session. At the end of the course you will; have insight into the principles and processes of Management and Leadership; be able to effectively plan work and monitor team performance; manage conflict; communicate work-related information in the appropriate format for your audience; be able to identify areas for collaboration with other departments; proactively encourage innovation and continuous improvement

**Audience**

Ideal for those who are entering a management role or those who would like to gain formal recognition for their existing experience

**Duration:** 1 Day(s) **Class Size:** 1

**Competence Name Awarded**

N/A

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N/A

**Course Code**

N/A

**Prerequisite Name**

N/A

**Prerequisite Short Code**

N/A

**Skills Assessment Scheme Regime**

N/A

**Course Type**

Face to Face

**Download Date: 17/5/2024**