

## BCS Team Leadership Course with Online Exam

**Duration: 3 Days**    **Course Code: MTLP**    **Delivery Method: Virtual Learning**

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### Overview:

Leading a team successfully takes a special set of skills. Our **Team Leadership** course covers positive communication, time management, leading a team through change, how to lead and empower virtual teams and more. The course counts towards the BCS (ISEB) [Advanced International Diploma in Business Analysis](#).

#### Virtual Learning

This interactive training can be taken from any location, your office or home and is delivered by a trainer. This training does not have any delegates in the class with the instructor, since all delegates are virtually connected. Virtual delegates do not travel to this course, Global Knowledge will send you all the information needed before the start of the course and you can test the logins.

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### Target Audience:

Business analysts, project managers, business change practitioners and anyone in business who needs to build and lead high-performing teams. Team Leadership is also a People Skills module on the BCS (ISEB) Advanced Diploma in Business Analysis.

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### Objectives:

- If you're leading a team in a high performance, fast changing environment you need to have the fundamental knowledge, skills and behaviours to help you succeed.
  - This **Team Leadership** course gives you these skills, focusing on the key areas of self-awareness and participative leadership. You will also learn how to use positive communication and to manage time and priorities. Finally, the course gives you the understanding, tools and techniques you need to build a high performing team and lead your team through change.
  - The final part of the course, designed in response to the recent increase in home working, focuses on leading, empowering virtual teams and looking after the health and well-being of remote workers.
  - Presented to you by our specialist management training partner, **Skillshift**. Each of their expert training consultants brings substantial management and team leadership experience to the programme.
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### Testing and Certification

During this three day course you'll receive all the training you need to prepare for the BCS Professional Certificate in Team Leadership examination. The examination for this certificate lasts for 90 minutes and consists of 40 scenario-based multiple-choice questions. The pass mark is 26/40 or 65%. A pass means you're another step closer to achieving the BCS International Advanced Diploma in Business Analysis.

**For delegates attending a classroom, virtual classroom or online course, the exam may be taken remotely using the BCS online proctoring service. This exam consists of 40 multiple-choice questions with a pass mark of 26/40.**

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## Content:

During this course, you will cover:

### Introducing Leadership ; Management

- Definitions of leadership and management
- Management behaviours – why they matter
- Role ; responsibilities of a team leader
- Leadership styles, behaviours ; traits
- Action centred leadership
- Leading by example

### Self-awareness ; Emotional Intelligence

- Understand others' experience of us
- Gaining and using feedback to develop as a leader
- Concept of EQ
- Emotional intelligence competencies
- Develop management strategies

### Participative Leadership

- Directive and non-directive styles of management
- Team engagement, motivation, development, and empowerment
- Situational Leadership
- The do's and don'ts of delegation

### Positive Communication

- Building trust and respect
- Behaviour/Impact Cycle
- Voice, body language ; words
- Communication styles: Assertive, Aggressive, Passive

### Building High Performing Teams

- Definition of 'performance'
- Team leader's role in developing high performance
- Setting effective goals, objectives ; measures
- Giving performance feedback
- Coaching for performance
- Dealing with under-performance
- Handling difficult conversations

### Managing Time ; Priorities

- Identifying priorities
- Managing your time effectively
- Making decisions ; delegating

### Leading Teams Through Change

- Understanding the effects of change on a team
- The Change Curve
- Communicating during change
- Planning and monitoring the implementation of change

### Managing a Virtual and Remote Teams

- The Hybrid Workplace
- Using key best-practice models in a remote environment
- Communication strategies
- Empowerment, trust, motivation and performance
- Health and well-being

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## Additional Information:

If this course is part of your BCS Advanced Diploma in Business Analysis programme you have a choice of further modules you can take including Business Architecture, Agile Business Analysis, Data Analysis, Advanced Requirements Engineering, Business Finance, Benefits Planning and Realisation and Stakeholder Engagement. The structure of the certification is shown [here](#).

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## Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

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