

1	Leadership and Management
1	Unit 1: Understanding Leadership
2	Unit 2: Mental Health in the Workplace
3	Unit 3: Understand how to Motivate a Team
4	Unit 4: Recruitment and Selection
5	Unit 5: Solving Problems and Making Decisions
6	Unit 6: How to Establish a Team
7	Unit 7: Training and Coaching in the Workplace
R.R.P	£999.00

1	Unit 1: Understanding Leadership
1	Understanding leadership styles
2	Understand leadership qualities and review own leadership qualities and potential

2	Unit 2: Mental Health in the Workplace
1	Understand why Mental Health matters in the workplace
2	Understand the spectrum of Mental Health
3	Know how to identify signs of distress in the workplace

3	Unit 3: Understand how to Motivate a Team
1	Understand the factors that influence motivation levels in the workplace
2	Understand how a theory of motivation can be used to improve performance levels

4	Unit 4: Recruitment and Selection
1	Know how to plan to recruit and select new staff in the workplace
2	Know how to select the right person

5	Unit 5: Solving Problems and Making Decisions
1	Know how to describe a problem, its nature, scope and impact
2	Know how to gather and interpret information to solve a problem
3	Know how to evaluate options to make a decision
4	Know how to plan, monitor and review the implementation and communication of decisions

6	Unit 6: How to Establish a Team
1	Understand how to develop and maintain effective working relationships
2	Understand how to build a team

7	Unit 7: Training and Coaching in the Workplace
1	Understand how to provide training appropriate to the workplace
2	Understand how to coach an individual in an organisation