

Step into Management: Leadership Skills for Success

Ofsted Outstanding Provider

Course Level: Level 1

Campus: Newcastle

Subject Type: Accounting, Business, Travel & Legal

Course Overview:

Take the first steps into the world of leadership and management with this introductory short course for adult learners. You will explore the key principles of effective leadership and develop practical skills to manage teams confidently. The course covers communication, motivation, problem-solving, and decision-making, helping learners build the confidence to lead with purpose and support their team's success. Ideal for anyone looking to take their first steps into management.

What's Covered:

During this 20-hour course you will develop essential knowledge and skills needed for effective first-line management. The course will cover:

- The role and responsibilities of a first-line manager
- Key leadership styles and how to apply them
- Effective communication and active listening skills
- Motivating and supporting team members
- Delegation and task management
- Problem-solving and decision-making in a managerial role
- Managing performance and providing constructive feedback
- Building confidence and professionalism as a leader

By the end of the course, learners will have the skills and confidence to step into a first line management role and lead their team successfully.

Entry Requirements:

There are no formal entry requirements for this course. It is suitable for aspiring first-line managers or those new to a supervisory role. Learners should have a willingness to develop leadership skills and an interest in managing and supporting a team effectively.

Assessment Information:

There are no formal assessments, just supportive learning and activities in class. You will work through an individual learning plan and receive regular feedback from your tutor.

Fees and Financial Support:

This course is FREE to adult learners aged 19+.

Progression:

After this course, you may choose to:

- Progress to a Essentials Digital or ICT (Computing) course
- Join our TQUK level 2 Certificate in Principles of Team Leading course to help you pursue your future career
- Study English or Maths course to build your Literacy or numeracy skills and gain a qualification.

What else do I need to know?

Please note that courses run subject to minimum viable class sizes.

All materials will be provided and there will be real life practical activities for you to complete.

Our daytime classes take place in welcoming community venues close to the college, offering a convenient and supportive learning environment. You'll have the opportunity to meet like-minded adults who are also looking to develop their skills, achieve their ambitions, and take the next steps in their careers.

How do I find out more?

For further information, please contact our Adult Education Team on 01782 254211 or email adult.education@nscg.ac.uk.