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BCS Professional Certificate in Team Leadership Detailed Guidance

**Version 2.0
October 2018**

Change History

Any changes made to the syllabus shall be clearly documented with a change history log. This shall include the latest version number, date of the amendment and changes made. The purpose is to identify quickly what changes have been made.

Version Number	Changes Made
Version 1.0 October 2015	Detailed Guidance Created
Version 2.0 October 2018	Minor change to Detailed Guidance

BCS Professional Certificate in Team Leadership

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Introduction

- The aim of this document is to provide information to possible Accredited Training Organisations (ATOs) to help them to understand the requirements for gaining accreditation. It covers the basic requirements for the training course and for the trainers who will deliver it
- It references where the information for each syllabus topic may be found in the
 - Recommended Reading List.
- For full information on accreditation, please refer to the BCS ATO Accreditation Regulations

Target Audience

This documentation is relevant to any training organisation wishing to develop a training course and become accredited for the BCS Professional Certificate in Team Leadership.

Course Format and Duration

Candidates can study for this certificate in two ways: by attending an accredited training course provided by an Accredited Training Organisation or by self-study. An accredited training course will require a minimum of 12 hours of study run over a minimum of 2 days.

Trainer Criteria

Summary of Criteria	<ul style="list-style-type: none">• Hold the BCS Professional Certificate in Team Leadership• Have 10 days training experience or have a train the trainer qualification• Have a minimum of 3 years practical experience in the subject area
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Classroom Size

Trainer to candidate ratio	1:12
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Invigilator to Candidate Ratio during examination

Trainer to candidate ratio	1:16
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Detailed Guidance

The guidance below shows where more information may be found about a particular Syllabus topic in the Recommended Reading List.

The full Syllabus and Recommended Reading List may be found on the [BCS website](#).

1. Leadership (10%)

- Definition of Leadership
 - [The Human Touch](#) (Thomas et al) Chapter 5
- Leadership Theories
 - [The Human Touch](#) (Thomas et al) Chapter 5

2. Team Leadership (15%)

- Responsibilities of the Team Leader
 - [The Managerial Grid](#) (Blake & Mouton)
- Leadership Styles
 - [Effective Leadership](#) (Adair)
- Action Centred Leadership
 - [The Human Touch](#) (Thomas et al) Chapter 5

3. Emotional Intelligence (5%)

- Building Trust
 - [The Speed of Trust](#) (Covey)
- Concept of EQ
 - [The Human Touch](#) (Thomas et al) Chapter 5
- EI Competencies
 - [The Human Touch](#) (Thomas et al) Chapter 5
- Strategies for Developing Emotional Awareness
 - [Emotional Intelligence In Action](#) (Hughes et al)

4. Participative Leadership (12.5%)

- Team Engagement & Empowerment
 - [The Progress Principle](#) (Amabile and Kramer)
- Situational Leadership
 - [The Human Touch](#) (Thomas et al) Chapter 5

5. Positive Communication (20%)

- The Betari Box
 - www.mindtools.com
 - [The Human Touch](#) (Thomas et al) Chapters 2 and 6
- Mehrabian's Rule
 - www.mindtools.com
 - [The Human Touch](#) (Thomas et al) Chapters 2 and 6
- Thomas-Kilmann Conflict MODE Instrument
 - [Thomas-Kilmann Conflict MODE Instrument](#) (Thomas and Kilmann)

- Communication Styles
 - [The Human Touch](#) (Thomas et al) Chapters 2 and 6
- Influencing
 - [Influence: The Psychology of Persuasion](#) (Cialdini)

6. Managing Team Performance (17.5%)

- Definition of Performance
 - [Coaching for Performance](#) (Whitmore)
 - [The Human Touch](#) (Thomas et al) Chapter 10
- Development of Competence
 - [Business Analysis Techniques](#) (Cadle et al): The Conscious Competence model
- Setting Performance Objectives
 - [Coaching for Performance](#) (Whitmore)
 - [The Human Touch](#) (Thomas et al) Chapter 10
- Evaluating Performance
 - www.mindtools.com
- Situation-Behaviour-Impact model
 - www.mindtools.com
- Coaching for Performance
 - www.mindtools.com

7. Managing Time and Priorities (10%)

- Identifying Priorities
 - [7 Habits of Highly Effective People](#) (Covey)
- Managing Time
 - [7 Habits of Highly Effective People](#) (Covey)
- The Time Management Matrix
 - [7 Habits of Highly Effective People](#) (Covey)

8. Leading Teams Through Change (10%)

- Impact of Change
- The Change Curve
- Communicating Change
- Implementing Change
 - [Business Analysis Techniques](#) (Cadle et al): SARAH model
 - [The Heart of Change](#) (Kotter)
 - [Business Analysis Techniques](#) (Cadle et al): Lewin's Model of Organisational Change

Excerpts from BCS Books

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