

Level 2

Lean Organisation Management Techniques

What is it?

Qualification Overview

This course develops your knowledge and practical skills in business administration and office support. It gives you the opportunity to investigate the knowledge and skills needed to work effectively in administrative roles and engage in professional workplace tasks confidently.

What To Expect

Unit Breakdown

Unit	Mandatory Units
1	Lean Organisation Techniques in Business
2	Business Improvement Tools and Techniques
3	Working in a Business Team

How Is It Delivered

Learner Journey



**IAG Sessions
Tailored to
Your Goals.**



**1-2-1 Skills
Coach Support**



**Interactive
Sessions**



**Assessments
& Feedback**

**Feedback &
Reflection**

Where Could It Take You?

Relevant Job Sectors



**Health & Social
Care**



Business



Education



**Public
Sector**



Retail



Voluntary

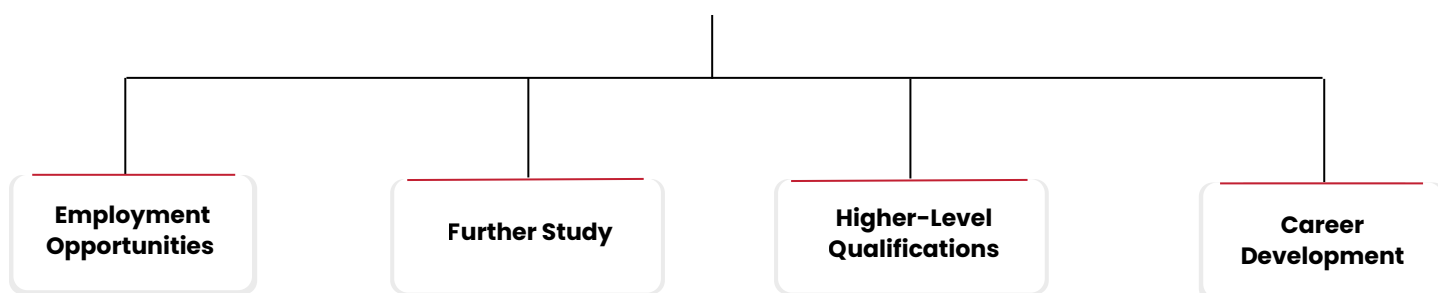
Your Next Steps

Progression & Career Support

Throughout the course, our team will work with you to understand your goals and identify the progression route that is right for you. You'll receive guidance on employment opportunities, further study and advanced qualifications, helping you build confidence and take your next step towards a career in a related sector.

Explore Your Options

How You Can Progress



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

TOTAL
TRAINING PROVISION