

Team Leader & Supervisor Level 3

Duration:
12-18 Months

Example job
roles:
Supervisor
Team Leader
Line Manager
Shift Manager

SME
Contribution:
£225

Occupational Role Profile

A team leader/supervisor is a first line management role, with operational/project responsibilities or responsibility for managing a team to deliver a clearly defined outcome. They provide direction, instructions and guidance to ensure the achievement of set goals.

Key responsibilities are likely to include supporting, managing and developing team members, managing projects, planning and monitoring workloads and resources, delivering operational plans, resolving problems, and building relationships internally and externally.

Delivery

The training is delivered using a blended approach with a mix of on site training and online sessions. Individuals work at their own pace with support from their trainer. Progress reviews are carried on a regular basis to ensure sufficient transparent progress is being made.

Core Knowledge & Skills:

Understand different leadership styles,
Understand different management models,
Understand goal setting,
Understand approaches to relationship management,
Understanding project lifecycles,
Able to deliver against operational plans,
Able to effectively chair meetings and provide feedback.

Core Behaviours:

Demonstrates resilience and accountability,
Is creative and innovative,
Sets an example whilst being fair and impartial,
Is open and honest with all stakeholders and colleagues.

End Point Assessment

Upon successful completion of the training, the apprentice completes an independent assessment process carried out by a third party.

Benefits of the Programme

On completion, apprentices may choose to register as Associate members with the Chartered Management Institute and/or the Institute of Leadership & Management, to support their professional career development and progression.