

LEVEL 3 TEAM LEADER

Course Overview

Managing teams and projects to meet a private, public or voluntary organisation's goals.

Role Overview

A Team Leader or supervisor is a first line management role, with operational and 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. Working in the private, public or third sector and in all sizes of organisation, specific responsibilities will vary, but the knowledge, skills and behaviours needed will be the same whatever the role. Candidates are required to have supervisory responsibility over a small group as a minimum.

Knowledge

- Interpersonal excellence – managing people and developing relationships.
- Understand different leadership styles and the benefits of coaching to support people and improve performance.
- Organisational performance – delivering results.
- Understand how organisational strategy is developed.
- Understand the project lifecycle and roles.
- Personal effectiveness – managing self.
- Know how to be self-aware and understand unconscious bias and inclusivity.
- Understand time management techniques and tools, and how to prioritise activities and approaches to planning.

Skills

- Able to communicate organisation strategy and team purpose, and adapt style to suit the audience.
- Able to build a high-performing team by supporting and developing individuals, and motivating them to achieve.
- Building trust with and across the team, using effective negotiation and influencing skills, and managing any conflicts.
- Able to communicate effectively.
- Able to communicate organisational strategy and deliver against operational plans, translating goals into deliverable actions for the team, and monitoring outcomes.
- Able to reflect on own performance.

Behaviours

- Determination when managing difficult situations.
- Inclusive
- Professionalism
- Flexible to the needs of the organisation.
- Sets an example, and is fair, consistent and impartial.
- Takes responsibility.



Professional Recognition and Progression

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



Typical Duration
15 Months



Funding Value
£5,000



Training Method
Blended

Apprenticeship Assessment:

Apprenticeship Assessment is completed between 30-90 days of completion.

Assessment Methods:

- Presentation with questions and answers
- Professional discussion underpinned by a portfolio of evidence

What to expect from us

- Tailored learning plans to support each individual
- Dedicated and professional account management & recruitment
- Highly experienced tutors and delivery support team
- On going support throughout the Apprenticeship.
- Monthly visits from our Skills Coaches / Teams calls
- Designated safeguarding officer

Contact us:

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