



the
apprenticeship
college

a quantet group company

**TEAM
LEADERSHIP**

TEAM LEADERSHIP APPRENTICESHIP

Our Team Leadership Apprenticeships are certified by the Chartered Management Institute (CMI).

If your role involves managing an individual or a team of people, this programme is absolutely designed for you.

In Summary, this Level 3 Team Leadership programme covers: -

- Managing People
- Negotiation & Influencing
- Managing Yourself & Making Decisions
- Project Management
- Leadership & Communication

The programme has four component parts to it:

- **Masterclasses** - Your programme will have a guest speaker who has worked their way up to the top of their industry - they will talk you through their career, describe the pitfalls of management and their successes and run a Q&A session
- **Workshops** - each workshop is delivered by an expert trainer in that subject matter.
- **Theatre Based Learning** - our trainer is joined by two of our actors to make the training session more fun and engaging. You will observe scenes taking place and comment on the impact - don't worry, there is no role-play!
- **Skills Coaches** - one of our Skills Coaches will support you throughout the programme. They are there to ensure you complete all assignments, answer any questions you might have about anything covered in the workshops and make sure you are ready at the end of the programme for your End Point Assessment (EPA) - more details on this will be given once you enroll onto the project.

This pack gives you further information on each of the workshops in the programme and how long it will take you to complete.

COURSE SUMMARY

TEAM LEADERSHIP

Level: 3

Masterclasses: 2

Qualifications:

CMI Certificate in Leadership and Supervision

Theatre Based Learning: 3

Workshops: 7

Duration: 13 months

Skills coaching:
continuous

Supplementary Learning:
online

LEADERSHIP COURSE

(LEVEL 3)

MASTER CLASSES

INSPIRATIONAL LEADERSHIP

What makes an inspirational leader and what impact can inspirational leadership have on the business and our organisational strategy? Our guest speaker provides insights and motivation.

THEATRE BASED LEARNING

EQUALITY & DIVERSITY

In this theatre-based workshop you will learn about the Equality Act 2010 and how to manage a culture of inclusion and diversity at work. Our actors bring to life different scenarios to help understand how discriminatory situations can arise, and what as a manager, you can do to combat this.

MANAGING PEOPLE: PART 2

In this theatre-based workshop you will observe actors in scenarios around giving feedback, goal setting, delivering appraisals and how to effectively manage team members. It will enable you to practice the skills covered in the previous workshop.

WORKSHOPS

INDUCTION

The first Leadership and Supervision workshop introduces you to the programme in detail, giving an overview of each masterclass, workshop and theatre based learning workshop. We also complete the formal enrolment paperwork, demonstrate the online learning environment and you will meet the skills coach who supports you throughout. This will begin your development journey by understanding and exploring learning styles.

YOUR ROLE AS A MANAGER

This workshop explores leadership styles, where you will identify your own and discuss the impact it has on your team and colleagues, how to create positive working relationships within the team and understanding emotional intelligence and the impact it has on behaviours. You will also spend time creating a personal development plan for use throughout the programme.

LEADERSHIP & COMMUNICATION

This workshop explores how to communicate effectively using a range of different methods and in a variety of scenarios, including an introduction to communication styles. We will also explore chairing and participating in meetings and team briefings, presenting, and how to use active listening to support effective communication with others.

NEGOTIATION & INFLUENCING

In this theatre based workshop, we'll build on the communication skills covered in the previous workshop to explore how to use these to negotiate and influence effectively and build positive relationships with both internal and external customers.

MANAGING & MAKING DECISIONS

This workshop explores personal effectiveness at work. You will explore time management techniques and organisational skills to manage their workload effectively. The workshop will also focus on decision making and problem solving in relation to effective management of yourself and others.

MANAGING PEOPLE: PART 1

This workshop will give an understanding of the behaviours, processes and skills needed to effectively manage people and performance. You will explore giving feedback and handling difficult conversations, motivation and goal setting, and the impact of team dynamics. The workshop will also look at the role of HR.

OPERATION MANAGEMENT & FINANCE

This workshop will give an understanding of finance and managing or understanding budgets and its role in the commercial operation of the business, feeding into organisational strategy. There is a focus on profits, cost, budgeting, forecasting and financial reporting. The workshop also explores management of data and information within the role of a manager.

PROJECT MANAGEMENT

This workshop focuses on the skills required to manage projects. Exploring how to manage resources, planning the project, prioritise, allocate and delegate tasks and understanding how to identify risks and issues. This workshop also introduces practical tools like GANTT and PERT

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