

TEAM LEADER / SUPERVISOR LEVEL 3



WHO IS IT FOR?

This programme is perfect for junior managers, supervisors and first line managers who have operational responsibility for a defined area of activity and who need to build on and develop their existing management skills and knowledge. This qualification aims to enable candidates to manage teams and projects to meet agreed goals, including:

- Managing people and developing relationships
- Delivering results
- Personal effectiveness
- Responsibility, inclusivity, trust and professionalism



WHAT'S IN IT FOR ME?

Interpersonal excellence - managing people and developing relationships

- Leading people / Different leadership styles
- Organisational cultures, equality, diversity and inclusion
- Managing people / people and team management models
- HR systems and legal requirements
- Performance management techniques and appraisals
- Building relationships and communication

Organisational performance - delivering results
Operational management

- Understand how organisational strategy is developed
- Project management
- Organisational performance - delivering results
- Implementation of operational/ team plans and manage resources
- Finance and organisational governance

Personal effectiveness - managing self

- Awareness of self and management of self
- Decision making and business development tools
- Operational management approaches and models



LINE MANAGERS - WHAT YOU NEED TO KNOW

- Develop your team through work-based learnings
- Enable succession planning for your team
- Improve enthusiasm and motivation
- Bring a fresh approach to quality assurance and processes within the department.



HOW CAN I SUPPORT MY EMPLOYEE?

- Provide support through regular 121's / performance reviews
- Allow time for your employee to attend planned appointments with their tutor
- Provide opportunities for them to build their portfolio - e.g. extra responsibilities / involvement in a project / utilising to develop & mentor other team members
- Allow time for off-the-job training (20% of working time)



OFF THE JOB TRAINING INCLUDES:



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ACTIVITY TIME LINE



0-1 MONTHS

- Enrolment & Induction period
- Meet Trainer/Assessor
- Establish expectations, responsibilities & learning objectives
- Off-the-job training

5-8 MONTHS

- Understand how organisational strategy is developed
- Project management
- Organisational performance - delivering results
- Implementation of operational/ team plans and manage resources
- Finance and organisational governance

FINAL ASSESSMENTS (13-16 MONTHS)

- Presentation with QA
- Professional discussion over portfolio of evidence

PRE-SIGN UP

- Learning need identified through 121 /
- PDR Application for work-based learning form completed and signed by employee and line manager
- Submit application to Clear Quality

2-4 MONTHS

- Leading people / Different leadership styles
- Organisational cultures, equality, diversity and inclusion
- Managing people / people and team management models
- HR systems and legal requirements
- Performance management techniques and appraisals
- Building relationships and communication

9-12 MONTHS

- Awareness of self and management of self
- Decision making and business development tools
- Operational management approaches and models



Please get in touch if you would like more information on the new Team Leader/Supervisor work-based learning. We run cohorts every quarter for the work-based learning so please register your interest now to ensure you have a place on the next available cohort.

Email: training@clearquality.co.uk Phone: 01709 918501