



Team Leader/Supervisor Level 3 Apprenticeship

Entry requirements

Set by employer but apprentices typically will have five GCSEs at grade C (or above).

Qualifications

Must have achieved Level 2 English and maths (equivalent to GCSE grades 9 to 4 or A* to C) prior to completing apprenticeship.

Duration

12-18 months.

Progression

Eligible to register as associate members of the Chartered Management Institute (CMI) and Institute of Leadership and Management (ILM).

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Role

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

What apprentices will learn:

- Team management principles - including team dynamics, motivation and managing resources and workloads
- Leadership techniques - including coaching, decision making, role modelling and managing change
- Performance management - including absence management, conducting appraisals, setting goals and objectives
- Relationship management - including negotiation and networking skills and customer and stakeholder management
- Communications - including active listening, chairing meetings, presentation and digital, verbal and written communication skills
- Human resources (HR) and legal requirements - including equality, diversity and inclusion
- Operational and project management - including planning and prioritisation, collecting, analysing and using data and risk management
- Financial management - including controlling budgets, delivering value for money and governance and compliance.

To discuss how MAXIMUS Training can add value to your business, contact us on:

 www.maximusuk.co.uk/training  training@maximusuk.co.uk  0116 281 9834

A bit more about the role

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. 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.

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.

Roles/Occupations may include: Supervisor, Team Leader, Project Officer, Shift Supervisor, Foreperson, and Shift Manager.

Knowledge	What is required
Interpersonal excellence – managing people and developing relationships	
Leading people	<ul style="list-style-type: none">• Understand different leadership styles and the benefits of coaching to support people and improve performance.• Understand organisational cultures, equality, diversity and inclusion.
Managing people	<ul style="list-style-type: none">• Understand people and team management models, including team dynamics and motivation techniques.• Understand HR systems and legal requirements, and performance management techniques including setting goals and objectives, conducting appraisals, reviewing performance, absence management, providing constructive feedback, and recognising achievement and good behaviour.
Building relationships	<ul style="list-style-type: none">• Understand approaches to customer and stakeholder relationship management, including emotional intelligence and managing conflict.• Know how to facilitate cross team working to support delivery of organisational objectives.
Communication	<ul style="list-style-type: none">• Understand different forms of communication and their application.• Know how to chair meetings, hold challenging conversations, provide constructive feedback and understand how to raise concerns.

Knowledge	What is required
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Organisational performance - delivering results

Operational management	<ul style="list-style-type: none"> • Understand how organisational strategy is developed. • Know how to implement operational/team plans and manage resources and approaches to managing change within the team. • Understand data management, and the use of different technologies in business.
Project management	<ul style="list-style-type: none"> • Understand the project lifecycle and roles. • Know how to deliver a project including: managing resources, identifying risks and issues, using relevant project management tools.
Finance	<ul style="list-style-type: none"> • Understand organisational governance and compliance, and how to deliver value for money. • Know how to monitor budgets to ensure efficiencies and that costs do not overrun.

Personal effectiveness – managing self

Awareness of self	<ul style="list-style-type: none"> • Know how to be self-aware and understand unconscious bias and inclusivity. • Understand learning styles, feedback mechanisms and how to use emotional intelligence.
Management of self	<ul style="list-style-type: none"> • Understand time management techniques and tools, and how to prioritise activities and approaches to planning.
Decision making	<ul style="list-style-type: none"> • Understand problem solving and decision making techniques, and how to analyse data to support decision making.

Skills	What is required
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Interpersonal excellence – managing people and developing relationships

Leading people	<ul style="list-style-type: none"> • Able to communicate organisation strategy and team purpose, and adapt style to suit the audience. • Support the development of the team and people through coaching, role modelling values and behaviours, and managing change effectively.
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Skills	What is required
Managing people	<ul style="list-style-type: none"> • Able to build a high-performing team by supporting and developing individuals, and motivating them to achieve. • Able to set operational and personal goals and objectives and monitor progress, providing clear guidance and feedback.
Building relationships	<ul style="list-style-type: none"> • Building trust with and across the team, using effective negotiation and influencing skills, and managing any conflicts. • Able to input to discussions and provide feedback (to team and more widely), and identify and share good practice across teams. • Building relationships with customers and managing these effectively.
Communication	<ul style="list-style-type: none"> • Able to communicate effectively (verbal, written, digital), chair meetings and present to team and management. • Use of active listening and provision of constructive feedback.

Organisational performance – delivering results

Operational management	<ul style="list-style-type: none"> • Able to communicate organisational strategy and deliver against operational plans, translating goals into deliverable actions for the team, and monitoring outcomes. • Able to adapt to change, identifying challenges and solutions. • Ability to organise, prioritise and allocate work, and effectively use resources. • Able to collate and analyse data, and create reports.
Project management	<ul style="list-style-type: none"> • Able to organise, manage resources and risk, and monitor progress to deliver against the project plan. • Ability to use relevant project management tools, and take corrective action to ensure successful project delivery.
Finance	<ul style="list-style-type: none"> • Applying organisational governance and compliance requirements to ensure effective budget controls.

Personal effectiveness – managing self

Awareness of self	<ul style="list-style-type: none"> • Able to reflect on own performance, seek feedback, understand why things happen, and make timely changes by applying learning from feedback received.
Management of self	<ul style="list-style-type: none"> • Able to create an effective personal development plan, and use time management techniques to manage workload and pressure.

Skills	What is required
Decision making	<ul style="list-style-type: none"> • Use of effective problem solving techniques to make decisions relating to delivery using information from the team and others, and able to escalate issues when required.

Behaviours	What is required
Takes responsibility	<ul style="list-style-type: none"> • Drive to achieve in all aspects of work. Demonstrates resilience and accountability. • Determination when managing difficult situations.
Inclusive	<ul style="list-style-type: none"> • Open, approachable, authentic, and able to build trust with others. • Seeks views of others.
Agile	<ul style="list-style-type: none"> • Flexible to the needs of the organisation. Is creative, innovative and enterprising when seeking solutions to business needs. • Positive and adaptable, responds well to feedback and need for change.
Professionalism	<ul style="list-style-type: none"> • Sets an example, and is fair, consistent and impartial. Open and honest. • Operates within organisational values.

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