## **TEAM LEADER / SUPERVISOR LEVEL 3**





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 o 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.

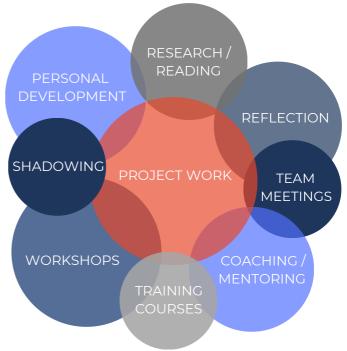


# HOW CAN I SUPPORT MY EMPLOYEE?

- 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:**



## **TEAM LEADER / SUPERVISOR LEVEL 3**



### 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