Ideal for managers who want to support, manage and develop their team members.

Team Leader Supervisor

Level 3 Apprenticeship

For Cohorts or Individual Learners

Customised
We’ll partner with you to customise this apprenticeship so it is specific to your company and industry.

Practical
Providing your learners with the relevant knowledge, skills and behaviours to make an impact.

Blended
Select how you want your programme to run. Workshops, virtual, coaching, self-study or mix and match.

Ofsted Good Provider

MTD Training Ltd

Training provider:

MTD Training Ltd

Employer reviews

4**** Excellent

mtd
Management Training Specialists
Team Leader/Supervisor
Ideal for managers who want to support, manage and develop their team members.

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Did you know?
We can run this as an in-house training programme for a cohort or we can use our eco-delivery model and run the programme completely through virtual training and virtual coaching enabling us to run the programme for individual learners.
**Apprenticeship Programme Overview**

**Who Is This Programme For?**

This 12-month programme is ideal for Team Leaders, Supervisors and Managers who need to support, manage, and develop their people.

It will cover all the essential knowledge, skills and behaviours that are required to be a successful modern-day manager and is ideal for those who have had little or no formal management and leadership training in the past.

**What Will You Learn?**

Being an effective manager is far more than just managing workloads and tasks. Instead, it's all about people and delivering results through others.

This programme will provide you with a toolkit of people management skills so you can manage their performance more effectively and develop their skills. You’ll be able to understand how they tick so you can manage problems more effectively and build productive working relationships with everyone.

You’ll develop skills so you can become an inspirational leader building a high level of trust and acting as a role model for your team to follow.
How Is The Programme Delivered?

We Offer 2 Delivery Routes

**Cohort Delivery**
In-house, customised delivery for a number of you from the same company. Choose from face to face, virtual and online delivery methods.

**Individual Learner**
Monthly 2 hour virtual training and coaching sessions for individual learners. Flexible, remote learning that is personalised to your role.

Cohort Delivery Options Can Include

- **Face to Face Masterclasses**
- **LIVE Virtual Workshops**
- **Digital Learning**
- **Coaching**
- **Assessments**
- **Self-Directed Learning**
- **Action Learning Sets**
- **Peer to Peer Coaching**
- **Work Based Project**
- **Flipped Classroom**
What Will Learners Improve?

Here’s a high level overview of the knowledge, skills and behaviours taken from directly from the apprenticeship standards that learners can expect to improve on this programme.

**Knowledge**
- Leading People
- Managing People
- Building Relationships
- Communication
- Operational Management

**Skills**
- Project Management
- Finance
- Awareness Of Self
- Management Of Self
- Decision Making

**Behaviours**
- Takes Responsibility
- Inclusive
- Agile
- Professionalism

*Did You Know...*

This programme is aimed at First Line Managers. We also offer a programme which is ideal for Operations and Department Heads who are responsible for leading teams and/or department objectives. That’s a Level 5 blended Apprenticeship Programme.
## Core Content Outcomes
Here are the overall topics covered across the programme.

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<tr>
<th>Learning Styles</th>
<th>Time Management &amp; Organisation</th>
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<td>• Prioritising tasks</td>
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<td>• Learning styles and models</td>
<td>• The Pareto Principle</td>
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<td>• Identifying your learning style</td>
<td>• Effective delegation</td>
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<th>Developing Self-Awareness</th>
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<td>• Emotional intelligence</td>
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<td>• Managing meetings</td>
<td>• Self-reflection skills</td>
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<td>• Conducting presentations</td>
<td>• Equality, diversity and inclusion</td>
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<td>• Project planning and initiation</td>
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<td>• Setting SMART objectives</td>
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<td>• Cost benefit analysis</td>
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<th>Team Management</th>
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<td>• Characteristics of effective teams</td>
<td>• Motivation myths and issues</td>
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<tr>
<td>• Team roles</td>
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<td>• Group development</td>
<td>• Consequences of low motivation</td>
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<th>Leading Effectively</th>
<th>Organisational Culture &amp; Strategy</th>
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<td>• Organisational culture</td>
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<td>• Leadership and management styles</td>
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<th>Implementing Change</th>
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<td>• Planning and communicating change</td>
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<th>Performance Management</th>
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<td>• Planning and preparation</td>
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<td>• Key principles of coaching</td>
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<td>• Coaching models</td>
<td>• One-to-one help and guidance</td>
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Learning the theory of a topic is great but it’s what the learner does to embed the learning and actually use it, that matters most. All learning is reinforced with ongoing coaching, online resources and off-the-job activity to bring it all to life. Each part of the programme supports the learner to apply their knowledge and skills via INTENT – IMPLEMENT – IMPACT.

What did they plan to change? What did they change and how? What impact did it make?

**Onboarding & Induction**  
Initial workshop and event about the programme and how to get a high grade.

**Practical Learning Events**  
These can consist of workshops, masterclasses, virtual training, action learning sets, projects or coaching.

**Digital Learning**  
To take in-between learning events and to help embed the learning. Self-study and in the flow of work resources.

**Ongoing Reviews**  
Held between the learner, employer and skills coach to monitor progress and to make any adjustments.

**End Point Assessment**  
End of programme assessment. Consists of activities like observations, evidence, tests and discussions.

**Skills Individual Learning Plan**  
Creation of a pre-programme learning and development plan. Includes goal setting and actions.

**Regular Coaching Sessions**  
One to one development with a designated skills coach. Covers skills and an assessment progress review.

**Off-The-Job Training**  
20% of the learner’s total working hours is used for “off-the-job” learning and development activities.

**Support & Help**  
Our designated skills coaches will always be on hand to help your learners throughout the programme.

**Apprenticeship**  
Learners gain a pass, merit or distinction from their end point assessment based on their results.
Ongoing Reviews
As part of this programme learners will receive regular coaching sessions. This will develop their knowledge, skills and behaviours further and also ensure that they’re on track for passing the apprenticeship through tailoring the learning and development to each individual. Evidence of their development will be collated and stored within their e-learning account. This will allow their coach to review the skills and knowledge they have learnt and continually tailor their individual learning plan to their training needs.

Gateway
Before each learner is able to progress to the End Point Assessment (EPA) both you (employer) and their coach will ensure that they have the sufficient levels of knowledge, skills and behaviours required to pass - this is know as Gateway.

Once everyone is in agreement that the learner is ready, they can then progress to the End Point Assessment.

End Point Assessment
All apprenticeships contain a compulsory end of programme assessment, which is called an End Point Assessment (EPA).

Upon successful completion of the Team Leader/ Supervisor apprenticeship, learners will achieve a nationally recognised Advanced Apprenticeship and will be eligible to apply as Associate Members of either the Institute of Leadership & Management or the Chartered Management Institute.
How Much Does This Apprenticeship Cost?
Team Leader/Supervisor Level 3

For Levy Employers
£4,500 per person

For Non-Levy Employers (SMEs)
£225 per person
(you receive 95% funding)

Each learner receives

- Onboarding & Induction
- Customised Programme
- Digital Learning
- Ongoing Reviews
- End Point Assessment
- Skills Individual Learning Plan
- Regular Coaching Sessions
- Off-The-Job Training
- Support & Help
- Apprenticeship

Duration
Typically, this programme will take 12 months.

Eligibility
Learners without level 2 English and Maths will need to achieve this level prior to taking the end point assessment.

Enquire today
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enquiries@mtdtraining.com