

Level 3

Team Leader

Hello!

Team Leaders manage individuals, teams, or elements of a project - offering direction, instructions, and guidance to achieve set goals.

They are vital for the smooth functioning of all departments within an organisation and are often responsible for ensuring that functions operate in line with legislation and the organisation's procedures.

In their daily work, Team Leaders interact with colleagues from various internal departments as well as external stakeholders, such as customers and suppliers.

Team Leaders are responsible for:

- Supporting, managing, and developing individuals.
- Supporting projects.
- Planning and monitoring workloads and resources.
- Delivering operational plans.
- Resolving problems.



Programme Overview

Logical Training* design and deliver meaningful development programmes and have been recognised by Ofsted for the quality of their curriculum, leadership and tutor support.

Our 13-month programme develops knowledge and skills through monthly group workshops, workplace activities, individual coaching sessions. Each learner follows an individualised learning plan and is given access to a digital library of tools and resources.

Upon completion, learners will have demonstrated their ability to lead and manage people, set and monitor objectives, build relationships, communicate organisational strategy, and manage projects.

Who the programme is designed for

Typical job titles include Team Leader, Supervisor, Shift Supervisor, Project Officer, and Trading Manager.

*Logical Training is the training division of Skills Office Network



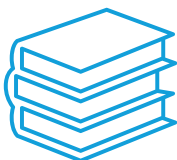
13 MONTHS IS THE TYPICAL PROGRAMME DURATION

SUITABILITY

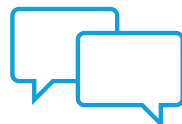
ACCESSIBLE TO ANY LEARNER
OVER THE AGE OF 16



ONLINE WORKSHOPS
EVERY MONTH



ACCESS TO AN EXTENSIVE
DIGITAL LIBRARY



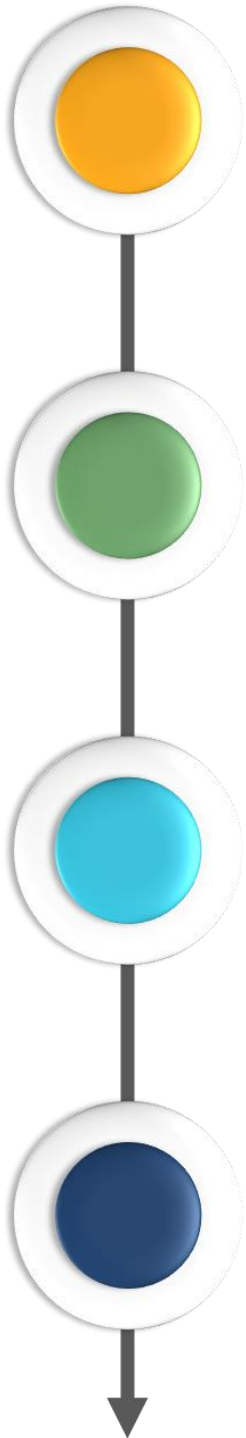
INDIVIDUAL MONTHLY
COACHING SESSIONS



IMPACTFUL WORKPLACE TASKS

Delivery Model

Our programme is typically delivered over 13 months. The full range of knowledge, skills and behaviours covered by this apprenticeship can be viewed [here](#).



Months 1-3

Monthly workshops and activities Progress review

Topics include:

- » Self-management
- » Leadership theories
- » Improving team performance

Months 4-6

Monthly workshops and activities Progress review

Topics include:

- » Problem solving and decision making
- » Effective workplace communication
- » Working with stakeholders

Months 7-9

Monthly workshops and activities Progress review

Topics include:

- » Change management
- » Organisational strategy
- » Resource management

Months 10-13

Monthly workshops and activities Progress review

Topics include:

- » Project management
- » Sustainable working practices

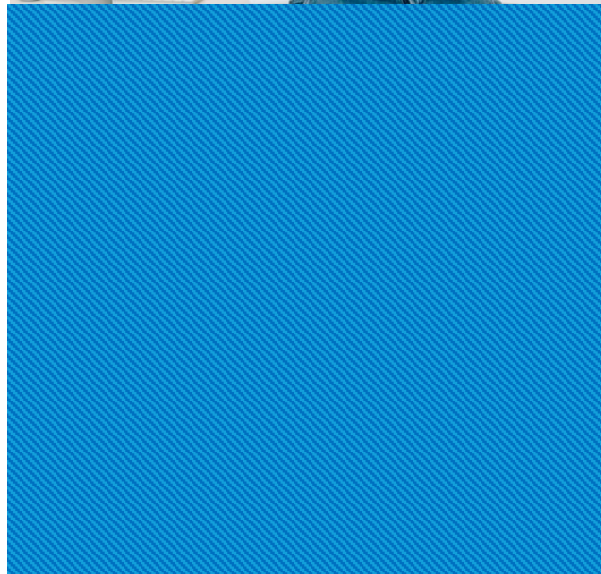
Benefits

For employers

- » Training costs could be fully covered!
- » Simple, paper-free onboarding process.
- » Easy to follow delivery model.
- » Workplace activities designed to add real value to your organisation.
- » Line managers join progress review with learner and tutor every 12 weeks.
- » Functional Skills qualifications and training provided, if required.

For learners

- » Excellent support from enrolment through to assessment.
- » Access to an award-winning Learning Management System.
- » Individualised digital learning plan for every learner.
- » Monthly interactions with a designated tutor.
- » All workplace activities supported by robust activity guides.
- » Access to an extensive digital library of tools and resources.



FAQs

What are the English and maths requirements?

All learners are asked to provide English and maths qualification evidence (e.g. GCSE certificates) at enrolment. Learners who do not hold a Level 2 certificate or above in English and/or maths will receive support from a specialist tutor to complete a Functional Skills qualification. The aim is to complete this qualification within the first 6 months of the apprenticeship.

What is the final assessment process?

This is called the End-Point Assessment (EPA) of an apprenticeship. We prepare learners for EPA throughout our programme, including mock scenarios and individual preparation sessions with every learner.

The EPA for this apprenticeship is made up of 2 assessment methods:

- **Presentation with questions:** This takes place over 50 minutes.
- **Professional discussion supported by a portfolio of work:** This takes place over 60 minutes.

What do our learners say?

It is good to have monthly reflections where I can speak openly to my tutor, and she can provide information and guidance.

The support is very encouraging from the tutor. The workshops really support the assignments.

I love doing this Apprenticeship and the support network is AMAZING!

My Tutor is fantastic in explaining things, including everyone in workshops and allowing all voices to be heard. This has been a great experience.



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