

# Effective Leadership

## level 3



**The Effective Leadership programme is designed to develop people who have direct reports and lead teams – for example first line managers, team leaders, commercial, operational and project managers.**

They could be based across a variety of disciplines including content creation, administration, IT, HR, editorial, marketing, production, sales/commercial and digital.

The programme is perfect for those whose job roles require them to provide direction, instructions and guidance to others. Delegates will develop their skills in leading people, managing projects and building professional relationships.

## Contents

- ▶ **Project management**
- ▶ **Emotional intelligence in business**
- ▶ **Coaching – models and formats to get the best out of your team**
- ▶ **Effective personal development for you and your team**
- ▶ **Performance management (incorporating the basics of employment law)**
- ▶ **Interpersonal awareness – building and developing positive working relationships**

## Learning Journey

This training programme is based on the [Team Leader /Supervisor Apprenticeship Standard](#).

To provide an **immersive and varied experience**, the learning journey is made up of various teaching and learning methods, including practical and interactive workshops, project work, group work, and self-guided learning. Other teaching methods, such as flipped workshops, webinars and peer-to-peer learning, will also be used, if and when relevant.

Regular **on-programme assessment** can include assignments, presentations, reports, independent learning exercises, and building a portfolio of evidence. Every learner will also have regular progress reviews with their programme lead.

The **End Point Assessment** for this programme consists of two components: a presentation with questions, and a professional discussion underpinned by a portfolio of evidence.

**On completion** of the programme, learners will gain the Team Leader/Supervisor Level 3 Apprenticeship Standard certificate.

Apprentices may **choose to register** as Associate members with the Chartered Management Institute and/or the Institute of Leadership & Management, to support their professional career development and progression.

Typical training period of

**12–13 months**

followed by an End Point  
Assessment period of up to

**3 months**