

# EFFECTIVE LEADERSHIP

## LEVEL 3

### APPRENTICESHIP STANDARD

This training programme is based on the Team Leader /Supervisor Apprenticeship Standard, so it's important that you familiarise yourself with it and the knowledge, skills and behaviours that it covers. You can find a copy of the standard [here](#).

### DURATION:

**14 months**

training period, followed by an End Point Assessment period

### SUMMARY

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.

### PROGRAMME CONTENT

- ▶ 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

### WHAT DOES IT INVOLVE?

To provide an immersive and varied experience, the learning journey is made up of various teaching and learning methods including:

- ▶ Practical and interactive workshops
- ▶ Set assignments & independent learning exercises
- ▶ Project work
- ▶ Self Guided Learning including Digital Workbooks
- ▶ Progress reviews with your dedicated Programme Lead
- ▶ Other methods such as flipped workshops, webinars and peer to peer learning, if and when relevant.

### ASSESSMENT & QUALIFICATIONS ACHIEVED

Regular on programme assessment including reports, presentations, project work, research assignments and the development of a portfolio of evidence.

**The End Point Assessment for this programme consists of two components:**

- ▶ Presentation with questions and answers
- ▶ Professional discussion underpinned by a portfolio of evidence

On successful completion of the programme, delegates will receive 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.

