BAUER ACADEMY

EFFECTIVE LEADERSHIP
LEVEL 3

Planned launch:
July 2022

Duration:
12 months excl.
End Point
Assessment

Cost: £4,500–can be
fully **levy-funded** *

◥ OVERVIEW OF THE PROGRAMME

The primary role of any leader is to inspire, motivate and encourage others to genuinely care about what they do and how they do it. An effective leader will have developed a rock-solid sense of purpose and a clear plan for achieving it – they set a vision and are able to articulate how all of their team members fit within this. Typically, an effective leader will be directly responsible for delivering results through the effective management of people.

This programme supports the development of leadership by covering a variety of topics which will inspire you and give you the skills to support, manage and develop yourself and your team. You will also learn to manage projects, plan and monitor workloads and resources, deliver business plans, resolve problems and make decisions.

The programme is perfect for any member of staff who has direct reports – this can include first line managers, team leaders, commercial, operational and project managers. It is designed to help optimise your communication, motivational and people development skills in order to successfully lead and manage teams and individuals now and in the future.

Upon successful completion of this programme, learners will have created a portfolio or work and achieved the Level 3 Team Leader/Supervisor Apprenticeship Certificate.

◥ PROGRAMME LEAD

Rachel Gillett

Rachel is the Head of all Leadership training content. Her passion for people development is rooted in her Advertising experience, where she led successful teams and worked on multi-million pound integrated creative campaigns for leading media owners and brands. Rachel's approach is to take leadership theories and frameworks and make them practical and meaningful in the workplace. Her work is supported by her studies into leading learning with HarvardX, as well as the psychology of human growth. Rachel also enjoys working one-to-one, where she can use her skills as an accredited performance and life coach, and is currently studying how neuroscience can unlock greater learning experiences.

▶ TIMETABLE

All timetable dates are provisional and subject to change – any necessary changes will be notified in writing to learners and employers.

Date	Session
Tues 19th July 2022 10am – 1pm	**Welcome/Enrolment Workshop** An opportunity to meet your Programme Leader and find out more about the programme ahead
Weds 20th July 2022 10am – 5pm	**Understanding People** Looking at team dynamics and principles of motivation
Tues 16th August 2022 10am – 5pm	**Project Management** How to use structures to manage project process and risk, techniques plus time management techniques
Tues 27th September 2022 10am – 5pm	**Communication** There are so many communication techniques but we'll focus on adapting based on your audience
Weds 12th October 2022 10am – 1pm	**Study Huddle** Opportunity to review and complete outstanding assignments, ask questions, plan project work and look ahead to end of programme
Weds 19th October 2022 (TBC) 10am – 5pm	**Finance** An introduction to governance, compliance and budgeting to build confidence for discussions with your own finance teams
Weds 23rd November 2022 10am – 5pm	**Emotional Intelligence** "EQ" is an increasingly popular leadership trait so we'll explore how to continuously improve your own abilities
Weds 14th December 2022 10am – 5pm	**Coaching** How to create a culture of personal development and ownership among teams
Weds 11th January 2023 10am – 1pm	**Study Huddle** Opportunity to review and complete outstanding assignments, ask questions, plan project work and look ahead to end of programme.
Weds 25th January 2023 10am – 5pm	**Organisational Strategy** How to plan a change using strategic models
Weds 22nd February 2023 10am – 5pm	**Culture** Identifying your own cultures using theory-based indicators and championing diversity and inclusion
Weds 29th March 2023 2023 10am – 5pm	**HR & Compliance** Introductory principles of employment law, GDPR and how to effectively performance manage talent
Weds 26th April 2023 10am – 1pm	**Study Huddle** Opportunity to review and complete outstanding assignments, ask questions, plan project work and look ahead to end of programme.
Weds 24th May 2023 10am – 5pm	**Skills Session: Effective Communication & Perfect Portfolios** Top tips and practical exercises to help prepare for EPA, including effective communication, presentation skills, professional discussion techniques and how to create engaging portfolios of work.
Weds 26th July 2023 10am – 1pm	**Programme Reflection Huddle** A short session to consolidate learning from across the programme, this session includes information on next steps for career development and progression, looking at ways learners can continue their learning beyond this programme.

▶ MORE INFORMATION

* For more information on apprenticeship eligibility and funding, click **here.**

Read our most **frequently asked questions.**