

LEVEL 3



TEAM LEADER

An extremely versatile course that teaches people management skills, organisation and change management.



@ntgtraining

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COURSE OVERVIEW

This qualification is ideal for learners who have supervisor/ management responsibilities but no formal training and are serious about developing their abilities.

It's particularly suited to practising team leaders seeking to move up to the next level of management, and managers who need to lead people through organisational change, budget cuts or other pressures.

Who Can Enrol On This Course?

This course is available to those who have not already completed a similar team leadership qualification. The course is best suited for those who already manage, or who are about to take on managing a team of people.

- Be aged 16 or over.
- Have a good grasp of Maths and English, ideally to a Level 2 standard.
- Be already in, or taking on, a leadership role or have key responsibilities in this area, as part of their day-to-day duties.

You may use this apprenticeship to train a new member of staff, or an existing employee. This course is suited for those in both office roles and active or customer-facing roles such as retail or warehouse environments.



KEY LEARNING OBJECTIVES

Once learners have completed this course, they will have a strong working understanding of:



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



How to interact with colleagues from various internal departments, including operations, human resources, finance, legal, IT, sales, and marketing, as well as external stakeholders.



How to support, manage, and develop individuals; manage projects; plan and monitor workloads and resources; deliver operational plans and resolve problems.



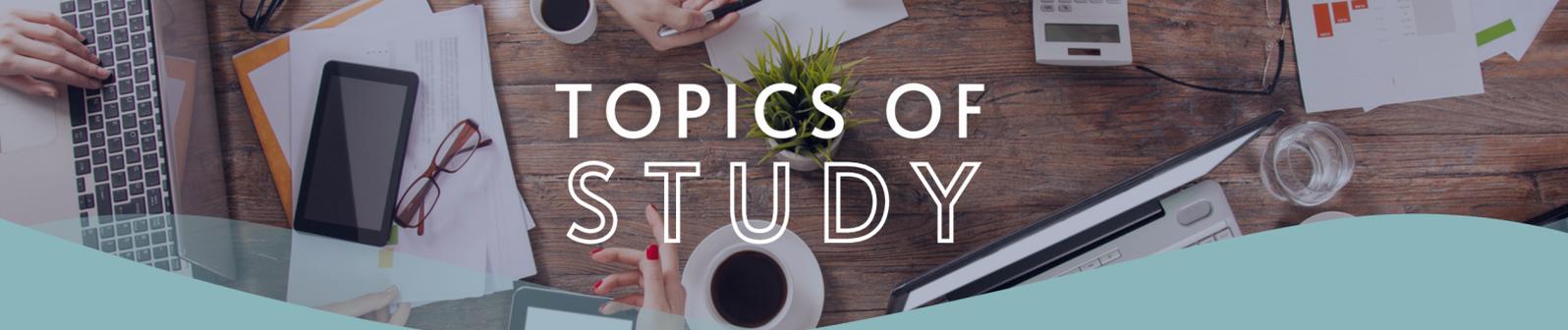
How to operate within agreed budgets and available resources, and report to mid-level and senior managers.

QUALIFICATION

Level 3 Team Leader

DURATION

15 Months



TOPICS OF STUDY

During This Course, Learners Will...

- » Set, monitor, and manage objectives and performance which link to organisational outcomes.
- » Manage resources to deliver tasks within budget and targets.
- » Contribute to the training and ongoing development needs of the individuals or teams.
- » Collate and interpret data and share outputs with stakeholders to support decision-making.
- » Contribute to projects, initiatives, and their implementation to achieve organisational goals.
- » Monitor and apply operational policies, relevant legislation, and regulation, and make recommendations to ensure individual and team compliance.
- » Identify, assess, and monitor potential risks, and support the mitigation of risk within the organisation.
- » Contribute to change and support others through change.
- » Support the development and implementation of sustainable operational plans to achieve organisation goals.
- » Lead and manage the team to ensure the application of equity, diversity, and inclusion principles.



TOPICS OF STUDY

- » Collaborate and build relationships with stakeholders to identify and support improvement opportunities.
- » Communicate information to drive operational activities and improve organisational performance.
- » Manage the team and resources to reduce carbon footprint and reduce business costs.



IS THIS COURSE RIGHT FOR YOU?

Why not check out the wide range of courses we offer at NTG Training:

Business Administration
Apprenticeship Level 3

Operations Manager
Level 5

COURSE FUNDING

The overall value of this training is £5,000, however at NTG Training we can access apprenticeship funding from the government meaning most businesses will only pay 5% of the training fees at:

£250



95% Funding From The Government

All businesses that do not pay the Apprenticeships Levy will only need to pay 5% of the total training fees. We call this an 'Employer Contribution'.



100% Funding for Enrolling Apprentices Aged 16 to 21

If your apprentice is 16 - 21 years old and your business has a payroll bill of less than £3 million, the government will fund your apprenticeship training 100%



Have a Payroll Bill Over £3mil? Access Your Apprenticeships Levy Pot

Businesses who operate with a payroll bill over £3 Million are required to pay a levy which allocates funds to a pot for apprenticeship training. Ask us for more advice on utilising this.





WHY CHOOSE NTG TRAINING?



We believe “those who CAN, teach” – all of our tutors have years of real-world industry experience within their fields and are still actively passionate about their sectors.



We know that innovation and change are the accelerators of success, so unlike other providers we constantly adapt our teaching to cover new and emerging technology, skills, thought leadership and best practice.



Employers and learners alike love our friendly and expert tutors, who know how to adapt their teaching for each individual, in order to help them to achieve their maximum potential.



We always keep your business goals at the heart of our training plans. Every apprenticeship project is adapted and designed to actively, positively impact your business during your apprentice’s study.



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