

OPERATIONS MANAGER

An Operations Manager is someone who manages teams and / or projects, and achieving operational or departmental goals and objectives, as part of the delivery of the organisations strategy. They are accountable to a more senior manager or business owner. Key responsibilities may include creating and delivering operational plans, managing projects, leading and managing teams, managing change, financial and resource management, talent management and mentoring.

Level: 5 (Equivalent to Foundation Degree)

Typical Duration: 24 months

Maximum Funding: £9,000

KEY THEMES INCLUDE:

The course has been designed to cover 25 key areas of knowledge, skills & behaviour required to be an effective Operations or Departmental Manager.

- Operations governance
- Managing self and team
- Professional development
- Communication
- Delegation
- Problem solving
- Project management
- Operational management
- Financial techniques
- Lean methodology
- Interpersonal skills
- Risk management
- Negotiation and persuasion
- Leading people

TYPICAL JOB TITLES INCLUDE:

Operations Manager | Regional Manager | Divisional Manager
Department Manager | Specialist Managers | Shift Manager

BENEFITS

BPIF
TRAINING

BENEFITS FOR EMPLOYERS INCLUDE:

- Develop greater strategic thinking
- Improved business performance
- Increased motivation for delegates
- Helps with career progression planning and succession planning
- Develop improved communication and interpersonal skills
- Visible commitment and investment for delegates and their teams
- Delivered digitally by an experienced team of trainers

BENEFITS FOR EMPLOYEES INCLUDE:

- Improved knowledge, skills and behaviours to improve performance
- Help with career progression
- Increased job satisfaction and confidence
- Raised profile within your organisation
- Platform for further learning and progression
- Recorded workshops that fit in around your working pattern
- Connected learning tracked digitally by an online portfolio



of Employers felt that BPIF Training delivers training that is up-to-date, relevant and meets industry standards.



of Employers would recommend BPIF Training to another employer.

OTHER APPRENTICESHIPS AVAILABLE

APPRENTICESHIP SERVICES	LEVEL	GOVT. £	DURATION (MONTHS)	5% COST NON-LEVY
Print Operative	2	£8,000	24	£400
Lean Manufacturing Operative	2	£6,000	18	£300
Customer Service Practitioner	2	£3,500	18	£175
Customer Service Specialist	3	£4,000	18	£200
Business Administrator	3	£5,000	18	£250
Print Technician	3	£14,000	30	£600
Signage Technician	3	£10,000	24	£500
Supply Chain Practitioner	3	£15,000	20	£750
Team Leader	3	£5,000	15-18	£250
Process Leader	4	£11,000	18	£550
Operations Manager	5	£9,000	24	£450

DELIVERY PLAN MAP

An example of an individualised learning plan, delivered by BPIF Training L5 Operations Manager



	MONTHS 1 - 3	MONTHS 4-6	MONTHS 7-9	MONTHS 10-12	MONTHS 13-14	MONTHS 15-16	MONTHS 17-19	MONTHS 20-22	MONTHS 22-24
UNIT(S) ASSIGNMENT & CRITERIA	Managing and leading a team part 1 (incorporating stakeholder relationships)	Managing and leading a team part 2	Operations Governance	Operations Planning	Lean Methodology	Financial Techniques	Project Planning	Project Implementation	Project Evaluation
PLANNED OFF THE JOB HOURS	78	78	78	78	52	52	78	78	52
TOTAL	624								

MORE INFORMATION

To find out more about our Apprenticeships, please contact our team at training@bpif.org.uk or call us on 01676 526 060.



WWW.BPIF.TRAINING