

TEAM LEADER

A Team leader is a first line management role, with operational and project responsibilities or responsibility for managing a team to deliver a clearly defined outcome. They provide direction, instructions and guidance to ensure the achievement of set goals. Working in the private, public or third sector and in all sizes of organisation, specific responsibilities will vary, but the knowledge, skills and behaviours needed will be the same whatever the role.

Level: 3 (Equivalent to A-Level)

Typical Duration: 15 months

Maximum Funding: £5,000

KEY THEMES INCLUDE:

The course has been designed to cover the 24 key areas of knowledge, skills and behaviour required to be an effective team leader.

- ◆ Leading people
- ◆ Managing people and a team
- ◆ Building relationships
- ◆ Communication
- ◆ Time management
- ◆ Delegation
- ◆ Problem solving
- ◆ Decision making
- ◆ Project management
- ◆ Finance
- ◆ Behaviours
- ◆ Interpersonal skills

TYPICAL JOB TITLES INCLUDE:

Supervisor | Team Leader | Project Officer | Shift Supervisor | Manager
Foreperson | Shift Manager | Junior Managers | Middle Managers

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 L3 Team Leader



	MONTHS 1	MONTHS 2	MONTHS 3	MONTH 4	MONTHS 5	MONTHS 6-7	MONTHS 8-9	MONTHS 10-11	MONTHS 12-13	MONTHS 14-15
UNIT(S) ASSIGNMENT & CRITERIA	1 Building a high performing team	2 Building a high performing team	3 Communication and implementing operational plans	4 Managing change and continuous improvement	5 Using technology	6 Contributing to a project	7 Problem analysis and conclusions	8 Data collection and benchmarking	9 People and relationships	10 Future plans and opportunities
PLANNED OFF THE JOB HOURS	66	50	50	50	63	94	73	84	63	31
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.

