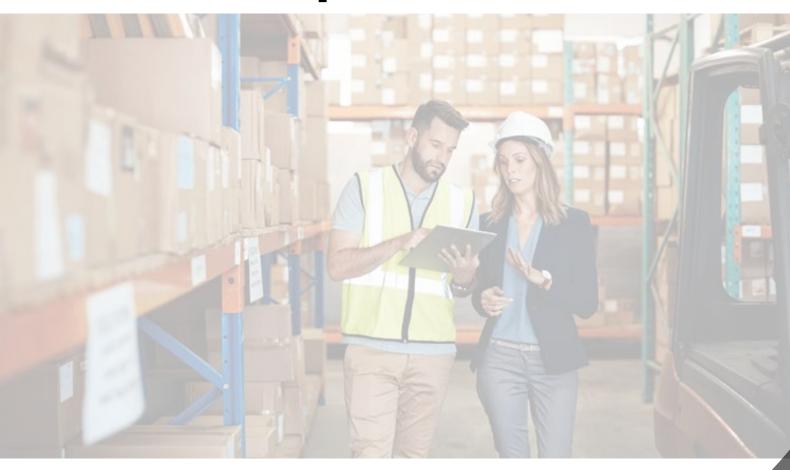


Specialists in Project Management, Leadership and Management, and Business Improvement

## Level 3 Team Leader/ Supervisor



www.ela-training.co.uk

### Introduction to ELA

ELA is a niche provider of apprenticeship learning programmes in Project Management, Leadership and Management, and Business Improvement. We are specialists in delivering training solutions into public sector organisations, education settings, facilities management, engineering and construction. We do not believe in training for training's sake, which is why our team combines extensive industry experience and knowledge of these disciplines with a huge passion for learning that makes a difference.

# Level 3 Team Leader/Supervisor Standard

This apprenticeship is designed for managers with operational/project responsibilities, or responsibility for managing a team to deliver a clearly defined outcome. Managers 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 ILM Diploma for Team Leader/Supervisor

The ILM Diploma for Team Leader/Supervisor route is an optional approach to completing the apprenticeship with the value added inclusion of achieving Diploma status awarded by the Institute of Leadership & Management (ILM).







## **Benefits of Apprenticeship**

01

Full membership of the Institute of Leadership and Management (Optional)

Institute of Leadership and Management (ILM) Level 3 Diploma for Managers (Optional) f 02

03

Greater self-awareness and a better understanding of the purpose, scope and importance of their role

A more sustainable programme than a short course, encouraging embedding and facilitating change of behaviours 04

05

Level 2 Functional Skills in Maths and English

Mental Health First Aid awareness

06







# What Values Do We Add at ELA?



Optional ILM Level 3 Diploma for Managers

Personal Development Assessments, Public Speaking and Presentation Skills Module





Managing Mental Health in the workplace module

Dedicated cohorts (minimum 12-15 apprentices per employer) to align the programme with organisational objectives and timescales





Mixed cohorts to enable individual learners from multiple organisations to join the programme to share experience, best practice and ideas

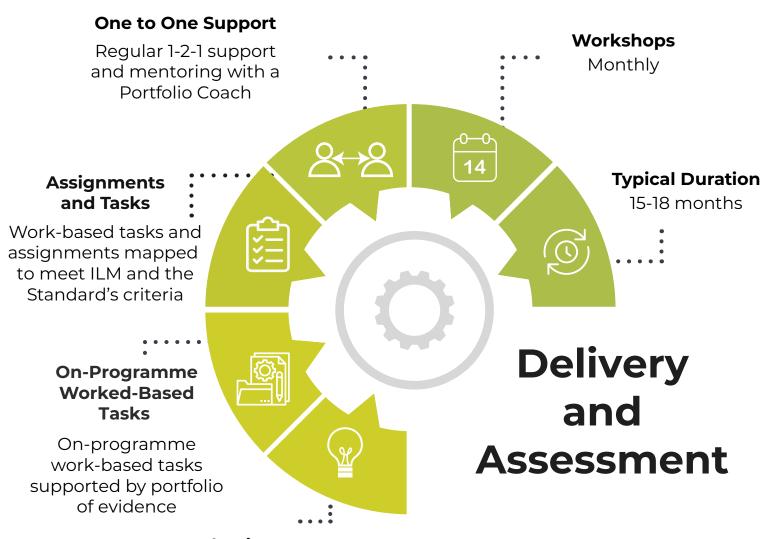
Workshops designed to embed learning of theory, practical activities and presentation skills











#### **End Point Assessment**

Professional Discussion,
Presentation with Q&A,
structured competency-based
interview and professional discussion







### **Modules**

Non Diploma Modules

Managing Self

Effective Leadership

Effective Communication

Developing People & Teams

**Effective Coaching** 

The Role of HR & Managing Poor Performance

Building Relationships

Problem Solving & Making Decisions

Operational Management, Finance & Culture

Mental Health Awareness

Project Management ILM Diploma Modules

Managing Self

Organisational Governance

Communications & Interpersonal Skills

Data Management

Problem Solving & Making Decisions

Organisational Culture & Strategy

Team Development & Resource Management

Building High Performance Teams

> Project Management

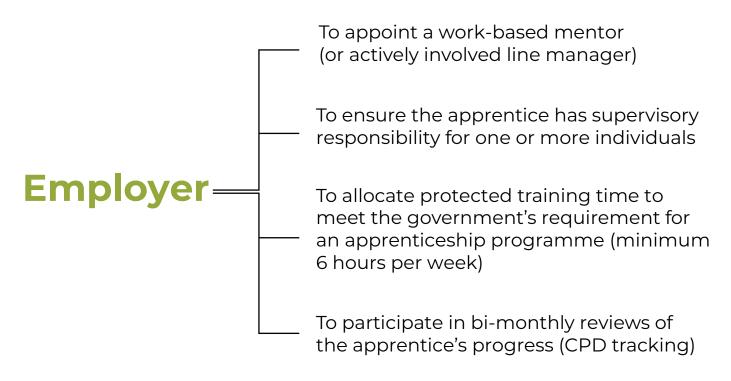
Mental Health Awareness







## **Commitment Required**



Attendance at monthly virtual workshops with the Trainer

Attendance at monthly virtual meetings with the Portfolio Coach

Manage ownership of portfolio development and ensure timely submission of work

Maintain records of the learning activities undertaken

### **Apprentice**









Other Apprenticeships in the ELA Business Portfolio:

Level 3 Team Leader Supervisor Level 4 Associate Project Manager Level 5 Operations Departmental Manager Level 4 Improvement Practitioner



**Training Apprentices since 2011** 



Suite 104, 1 Meadlake Place, Thorpe Lea Road, Egham, Surrey, TW20 8HE.