



Train Together

Level 3 Team Leader Supervisor



Realise Your Potential



Contents

01

About Us

02

Understanding The Challenge

03

The Level 3 Team Leader Supervisor

04

Programme Benefits



About us.

At Train Together, an Ofsted-rated "Good" provider, we leverage over a decade of experience in delivering specialised apprenticeship training, with a particular focus on nurturing the next generation of leaders across a wide range of industries.

Our Level 3 Team Leader/Supervisor apprenticeship programme is meticulously designed to equip emerging leaders with the critical skills, knowledge, and confidence they need to excel in supervisory roles. Through a comprehensive curriculum that covers key areas of Management and Leadership, we ensure that your team members are well-prepared to take on responsibilities that will drive success and innovation within your organisation.

When you choose to partner with Train Together, you gain access to training solutions that are customised to meet the specific needs of your business. Our programmes are crafted not only to enhance leadership capabilities but also to improve operational efficiency and foster sustainable growth. This ensures that your organisation remains agile and competitive in an ever-evolving business landscape.

About us.

We are dedicated to helping you build a team of highly skilled professionals who can lead with confidence and effectiveness.

By investing in our Level 3 Team Leader/Supervisor apprenticeship, you are not just enhancing the skills of your employees; you are investing in the long-term success and growth of your entire organisation. With Train Together, you can be assured of a partnership that is committed to delivering real results, tailored to the unique needs of your business.

Our Values and What Makes Us Tick

- ✓ **Nurture:** Maintaining excellent relationships with stakeholders is key to meeting our vision and mission.
- ✓ **Courageous:** We embrace difficult conversations and are committed to walking the walk, not just talking the talk.
- ✓ **Genuine:** Transparency in all we do ensures clear and clean communication with all stakeholders.
- ✓ **Dedicated:** We go above and beyond for our learners and clients, offering excellent resources and support to achieve their goals.
- ✓ **Empower:** Providing information, advice, and guidance enables excellent decision-making and helps our partners meet their objectives.





Understanding The Challenge

01



Effectively Managing and Supervising Teams: Supervising and managing a diverse team can be challenging, especially when it comes to balancing workloads, addressing conflicts, and ensuring everyone is aligned with organisational goals.

Enhancing Employee Performance and Productivity:

Ensuring that employees consistently perform at their best can be difficult, particularly when dealing with varying levels of motivation, skill, and engagement across the team.



02

03



Boosting Employee Morale and Engagement: Maintaining high levels of employee morale and engagement is crucial for retention and productivity, but it can be challenging, especially in fast-paced or high-pressure environments.

Handling Performance Issues and Difficult Conversations:

Addressing performance issues and having difficult conversations with team members can be uncomfortable and challenging, but it is necessary for maintaining standards and team cohesion.



04



A Collaborative Solution

01



Effectively Managing and Supervising Teams: Learners are trained to implement effective team management strategies, such as setting clear goals, delegating tasks according to individual strengths, and facilitating regular team meetings to ensure alignment and address issues before they escalate.

Enhancing Employee Performance and Productivity: The apprenticeship equips Team Leaders with practical tools such as performance tracking systems, individualised development plans, and regular one-on-one coaching sessions to help employees enhance their skills and stay motivated, directly boosting productivity.



02

03



Boosting Employee Morale and Engagement: Learners are taught how to implement recognition programmes, conduct employee satisfaction surveys, and create opportunities for team-building activities, all designed to increase morale and ensure employees feel valued and engaged with their work.

Handling Performance Issues and Difficult Conversations: Trained to handle situations by using structured feedback frameworks, such as the SBI (Situation-Behaviour-Impact) model, and practicing active listening and empathy to ensure that difficult conversations are constructive and lead to positive outcomes.



04

The Level 3 Team Leader/Supervisor Standard



Practical Learning

Applying Theories in Practice

Providing Constructive Feedback

Guidance on Personal and Professional Development



Assessment Principles

Performance Evaluation

Supportive Learning Journey

Effective Communication and Presentation Skills



Role Proficiency

Insight into Relevant Industries

Encouraging Proficiency

Learning from Experienced Assessors



Process Understanding

Embracing a Learning Culture

Embracing Diversity & Equality

Engagement with the Assessment Process

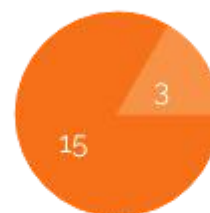
Qualifications

- Level 3 Btec Diploma in Management
- Level 3 Team Leader/Supervisor Standard

Progression Route

- Level 5 Operational/Departmental Manager

18-Month Programme



- On-Programme
- End-Point Assessment



Level 3 Team Leader/Supervisor

Month 1-15

On-Programme Learning

During the 15-month on-programme learning period, you will compile a comprehensive portfolio. This portfolio will demonstrate your development and proficiency in the key responsibilities of a Team Leader/Supervisor:



Understanding Time Management



People & Team Management Models



Conflict Management



Leadership Styles & Organisational Culture



Performance Management



Change Management



Equality, Diversity & Inclusion



Developing Self-Awareness



Problem Solving & Decision-making



Coaching in the Workplace



Customer & Stakeholder Management



Understanding Finance



Human Resources



Effective Communication



Organisational Strategy

Months 15-18

End Point Assessment

Upon successful completion of the on-programme learning, you will undergo a comprehensive final end-point assessment designed to showcase your development throughout the programme. This assessment consists of two components:

Professional Discussion



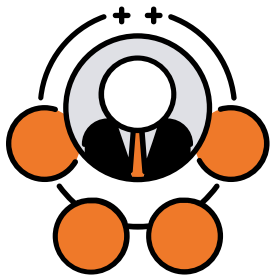
A professional discussion is not simply a question and answer session but a meaningful, in-depth two-way dialogue between the apprentice and the independent assessor. The professional discussion will last 60 minutes and will be appropriately structured to draw out the best of the apprentice's competence and excellence. It is a perfect opportunity of to showcase good practice over the apprenticeship programme.



Presentation

The presentation will allow the apprentice to demonstrate their knowledge, skills and behaviours. The presentation should provide a summary of their role as a team leader and what they do and how this is relevant to their role and organisation. It will also cover an area such as cost reduction, enhancing efficiency, implementing performance management, supporting change or manage team challenges.

Programme Benefits



Employer

Enhance classroom support, improve student outcomes, ensure compliance with sector regulations, and invest in staff development and retention by promoting a skilled, motivated workforce.

Employee

Gain a recognised qualification, enhance career progression, build confidence and competence and provide comprehensive skills to support business operations.



Contact us

To find out more about the Level 3 Team Leader/Supervisor Standard, please contact our Customer Relationship Manager, Jo Povall



Tel: 07932 304442



Jo.povall@traintogetherltd.co.uk



Traintogetherltd.co.uk