

# TEAM LEADER

Level 3

Duration: 18 months Learning Hours: 441

The Team Leader apprenticeship at Axia helps develop all the key competencies needed to be a successful leader

## Suitable roles

Team Leader  
Shift Manager  
Supervisor  
Project office  
Foreperson

## Benefits

Career progression  
Increased earning potential  
Recognised qualification  
Job Security  
Flexible learning

## Progression

Operations Manager  
Departmental Manager  
Project Manager  
Supply Chain Manager  
Sales Manager



Axia  
Solutions

**Successful team leader apprentices will support, manage and develop their team. They increase productivity, efficiency and drive growth within the business.**

# WHAT TO EXPECT

You will have a dedicated Axia trainer who will deliver learning sessions through a mixture of face to face and remote delivery. Your work will be submitted through an online ePortfolio system where you can also track your time. You will receive regular feedback on your work. Below is an outline structure of the course and topics covered.

## Induction

Programme, Policies, Safeguarding



## Management of Self

Time Management  
Prioritisation



## Awareness of Self

Self analysis, Emotional Intelligence, learning styles, behaviours, PDP



## Communications

Methods and audience, chairing meetings, Challenging conversations, Constructive feedback



## Governance

HR Practices, Finance compliance, Budgeting skills



## Developing high performing teams

Motivation models, Cross team working, Resource allocation



## Team Building

Leadership styles, Team models



## Building

Stakeholder analysis, building relations with stakeholders, collaborative working, Managing Conflict

## Problem solving & Data Analysis

PPS, Decision making, Data analysis



## Project Management

Project Lifecycle, Project Management Tools & techniques



## Managing Change & Operational plans

Managing change, planning, setting KPIs, managing resources, work allocation, monitoring



## Organisational Culture & Strategy

Methods and audience, chairing meetings, Challenging conversations, Constructive feedback



## Achievement



## Professional Discussion



## Interview



## Knowledge Test



## End Point Assessment