

# TEAM LEADER

LEVEL 3 APPRENTICESHIP



## APPRENTICESHIP PROGRAMME OVERVIEW

### Is This Programme for You?

If you are a team leader in the rail industry, this rail contextualised programme is for you. This apprenticeship is ideal for those in first line management roles, responsible for leading teams, managing projects, and delivering specific outcomes in rail.

If you aim to enhance your leadership skills, improve team performance, and advance your management career, this programme is designed for you.

### What You Will Learn

Through the course, you will learn how to support, manage, and develop team members, oversee projects, and effectively plan and monitor workloads and resources.

You'll deepen the skills necessary to take responsibility for delivering operational plans, resolving issues, and building strong relationships. The Level 3 Team Leader Apprenticeship not only equips you with practical expertise but also allows you to showcase your achievements in a portfolio of real improvement projects, helping you stand out at work.

"The knowledge and skills I gained throughout the apprenticeship gave me techniques and tools to manage situations I would have previously found daunting, to the point that I was promoted to a line management position during the course, a step that I would have previously never considered."

Lauren Rothery, Network Rail - Level 3 Apprentice

## HOW IS THE PROGRAMME DELIVERED?

**Cohort Delivery** We deliver to cohorts from mixed rail employers or a single employer (minimum numbers apply).



Face-to-Face & Online Workshops



Self-Directed Learning



Skills Development Assessments



Digital Learning



Flipped Classroom



Coaching

### Includes Complimentary Awards:

- ✓ **CIRO Intro to Rail Certificate**
- ✓ **CIRO Membership - Upgrade to Associate**
- ✓ **CMI Qualification - Level 3 Certificate in Principles of Management & Leadership**



Apprenticeships



Education & Skills Funding Agency



## CORE CONTENT



### Personal & Professional Development

Understand the benefits of personal and professional development, explore different learning styles, gain knowledge of reflective practice and emotional intelligence to support effective personal and team development.



### Leadership & Management

Learn how organisations operate, including how organisational strategy is created and delivered. Explore how strategy is effectively communicated across organisations to ensure success. Also, gain knowledge of leadership and management approaches.



### Managing Teams

Understand the role and purpose of teams, recognise the characteristics of a high performing team, know how to lead, motivate and respond to challenges to build a high performing team and consider how team performance is managed.



### Stakeholder Relationships

Explore what and who stakeholders are, gain understanding of how to build effective stakeholder relationships. Understand how to communicate effectively, respond to communication barriers and understand the importance of feedback in stakeholder relationships.



### Project Management

Equips learners with the knowledge, tools, and techniques for managing and monitoring projects. It also identifies approaches to managing risk and responding to the needs and expectations of stakeholders.



### Managing Budgets

Understand the importance of managing resources in an area of responsibility and the use of budgets within your organisation to remain efficient and effective. As well as, exploring how to manage costs through monitoring and controlling a budget.



### Managing Data and Information

Gain knowledge of how to gather, assess and analyse different types of data and information, and how to report findings. Understand how to use data and information to solve problems, make timely business decisions and respond to stakeholders needs.



### Effective Workload Management

Gain the knowledge and skills to identify priorities, set measurable objectives, organise and allocate daily work activities, monitor outcomes, and respond practically to problems in a manner which supports the achievement of results.

