

Take your **new** and **existing** staff from untrained or self-taught managers to confident, qualified and highly skilled leaders able to perform and progress within your organisation.

What is a **Level 3** Leadership and Management Apprenticeship?

**Giving your people all of the skills
they need to become exceptional
in their roles**

The aim of this training programme is to develop participants' knowledge, skills and behaviours in key leadership disciplines involved in the management of businesses and organisations, the management of people; and themselves. This programme develops confident, innovative, supportive and self-aware leaders.

Our **Level 3** Leadership and Management apprenticeships:

- ✔ Develop leaders that can drive strategic plans forward and achieve result through their people
- ✔ Develop commercially astute leaders capable of improving productivity and able to produce results
- ✔ Develop capable leaders, who are able to manage change and projects across their organisations
- ✔ Develop self-aware and emotionally intelligent leaders that build strong relationships with their teams, their colleagues and other stakeholders



What is Involved in the Apprenticeship?

+ Face-to-Face Masterclasses

In-person group learning - This provides learners with a chance to meet and interact with other learners whilst being guided through a masterclass with our experts.

+ Digital Learning

There is a huge bank of resources available to support learners and help them complete assignments.

+ Activities

Give learners the opportunity to solidify what they have learnt by putting it into practice.

+ Virtual Workshops

Live group learning - This is exciting training where learners can work with amazing trainers, share their views, ask questions, engage in interactive learning and learn from peers.

+ Skills Coaching

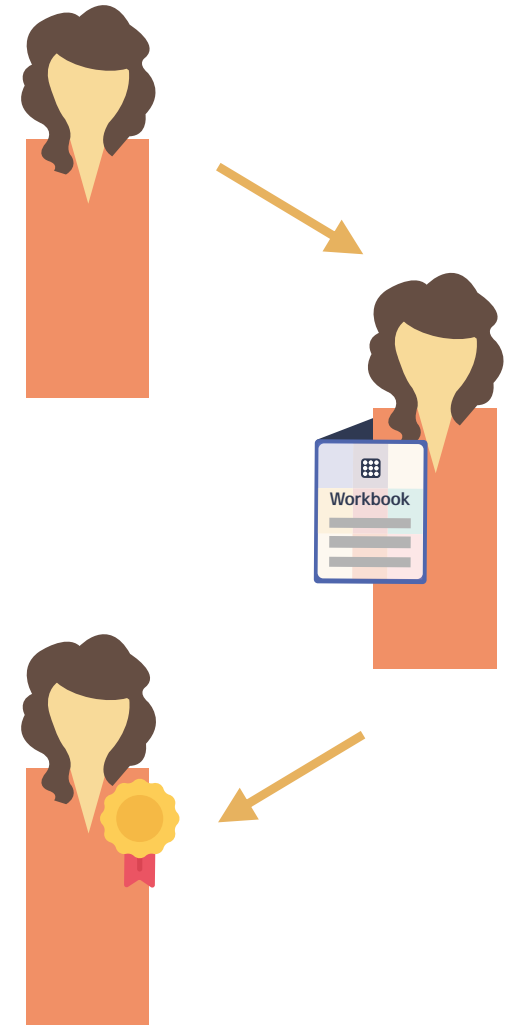
This is a dedicated coach whose focus is to help learners implement the learning to meet the apprenticeship standards

+ Facilitated Group Sessions

Collaborative sessions, mediated by an expert trainer, where learners can discuss their ideas, network, and hear each others' points of view.

+ Self-Paced Tutorials

Learners have the ability to learn at their own pace whenever they want - Fitting their learning around their life.



Our blended approach towards apprenticeships allows the programme to have great flexibility and complements **hybrid working**.

1 Day Face-to-face Masterclass



Leadership and Management Excellence

2 Self-paced Digital Tutorials



Managing Operations



Data-Driven Management

5 Live Virtual Workshops



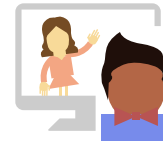
Personal Development Practices



Enhanced Business Communication Skills



Project Management Skills



Budgeting and Resource Management

What Does the Apprenticeship Look Like?

End Point Assessment

This apprenticeship is assessed through an End Point Assessment (EPA) and a pass or distinction is required to complete the programme. It involves:

- ⊖ Keeping a portfolio
- ⊖ Creating a presentation
- ⊖ A professional discussion

Blended Through:

Facilitated Group Sessions

Digital Learning

Dedicated Skills Coach

Practical Activities



Building Effective Teams

What Content is Included in the **Level 3** Leadership and Management Apprenticeship?

Leadership and management apprenticeships take managers and prepare them to perform at a more advanced level

Over a minimum of **13 months**, our programme features 8 modules designed to create well rounded leaders and managers

Personal Development Planning

- ✓ Creating self-awareness
- ✓ Identifying areas of development
- ✓ Discovering different development methods
- ✓ Creating a PDP

Building Effective Teams

- ✓ Managing team dynamics
- ✓ Motivating the team
- ✓ Managing performance
- ✓ Coaching for success

Managing Operations

- ✓ Positioning operational focus from the strategy
- ✓ Setting SMART objectives
- ✓ Prioritising and organising time
- ✓ Providing effective feedback



Enhanced Business Communication Skills

- ✓ Developing communication styles and approaches
- ✓ Building assertive relationships
- ✓ Defining and using emotional intelligence
- ✓ Effectively managing meetings

Project Management Skills

- ✓ Defining types of projects
- ✓ Understanding the project life cycle
- ✓ Managing projects
- ✓ Delivering benefits

Leading and Management Excellence

- ✓ Discovering leadership styles
- ✓ Role-modeling leadership behaviours
- ✓ Defining organisational cultures
- ✓ Building trust

Budgeting and Resource Management

- ✓ Devising value for money strategies
- ✓ Contributing to effective budgeting
- ✓ Controlling costs
- ✓ Monitoring and escalating variances

Data-Driven Management

- ✓ Understanding the data at your fingertips
- ✓ Knowing data law responsibilities
- ✓ Developing problem solving techniques
- ✓ Using data to make business decisions



Aspiring Managers

Team Leaders

Supervisors



What Have Our Clients and Learners Said About Our Apprenticeships?

Check out hundreds of reviews from our apprentices on our website: ninedots.co.uk

"I have thoroughly enjoyed the programme. It has enlightened me and given me so many tools to use in my day job!"

Wendy from a Logistics and Supply Chain Organisation



"Excellent. Covered a wide range of topics but all in keeping with day to day usefulness. Very well presented and very engaging"

Jane from a Commercial Services & Supplies organisation



"Very detailed. The tutors have great knowledge and can relate to every question being asked effectively."

Laurence from a Healthcare organisation



"Very engaging trainers who tailored the programme to me and my organisation's requirements."

David from a Manufacturing organisation



"Brilliant. Really helped me to understand wider perspectives when managing challenging staff"

Sunita from an IT services organisation



"Enjoyable, interesting, group discussion was great - need more of this."

Ahmed from a Law firm





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Send us an email: enquiries@ninedots.co.uk

 **Nine Dots** Development

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