

# MANAGEMENT & TEAM LEADING TRAINING



Duration: 12 - 18 months

L3

Team Leader/Supervisor  
Apprenticeship Standard  
Leadership & Management - ILM

## Who is the qualification for?

Ideal for aspiring *professionals* taking their first step into *line management*, or for those with some experience of managing a team or project to deliver clearly defined outcomes.

## Apprenticeship Overview

Upon successful completion of the **Team Leader/Supervisor Apprenticeship Standard**, individuals can demonstrate a range of skills, knowledge and behaviours in managing people and developing relationships, delivering results and self-management.



**Paragon Skills** Personal Tutors will deliver tutorials, provide coaching and **ILM** resources to develop candidates' skills and knowledge in the following key areas:

### Interpersonal Excellence

- Leading People
- Managing People
- Building Relationships
- Communication

### Organisational Performance

- Operational Management
- Project Management
- Finance

### Personal Effectiveness

- Self-Awareness
- Management of Self
- Decision Making

## Support

Tutorials are supported by regular reviews with a dedicated Personal Tutor, ILM workbooks and online learning resources, one to one mentoring, self-guided study and a workplace project.

All **Apprenticeship Standards** feature an end-point assessment. We provide full assessment preparation support for portfolio presentation, for the end-point assessor interview and for knowledge testing.

Our programmes include experiential learning exercises to ensure that learning and skills acquisition is both practical and theoretical.

## Why choose an ILM Apprenticeship with Paragon Skills?

We have been successfully working in partnership with **ILM** for a number of years, to provide all our learners with high quality leadership and management programmes. We will inspire you to succeed in your chosen career, and training with us and will improve your team and organisational performance.

- Internationally recognised qualifications
- Tutorials
- Coaching
- Self-guided learning
- Workplace projects
- High-quality resources



ILM's market-leading qualifications are chosen by more employers than any other leadership and management specialist. Our custom-built diplomas align fully with the Trailblazer Standards, with end-to-end support at every stage of delivery and assessment.

- *Institute of Leadership & Management 2017*

**paragonskills.**  
inspiring people to **succeed.**



# LEADERSHIP & MANAGEMENT TRAINING



Duration: 24 - 30 months



Operations/Departmental Manager  
Apprenticeship Standard  
ILM Diploma for Leadership & Management

## Who is the qualification for?

An *Operations/Departmental Manager* who manages teams and/or projects with departmental goals and are accountable to a more senior manager or business owner. It is relevant for the private, public and third sector and organisations of all sizes. Key responsibilities may include managing projects, creating and delivering operational plans, leading and managing teams and financial and resource management.



Gain technical knowledge, strategic insight and practical expertise

## Benefits

- Use core management techniques to drive better results
- Develop *your* ability to lead, motivate and inspire
- Provide strategic leadership as well as day-to-day management
- Benchmark *your* managerial skills
- Raise *your* profile in the organisation

**Paragon Skills** Personal Tutors will deliver tutorials, provide coaching and **ILM** resources to develop candidates' skills and knowledge in the following key areas:

Interpersonal Excellence	Organisational Performance	Behaviours
<ul style="list-style-type: none"> <li>● Critical Thinking</li> <li>● Innovation &amp; Change</li> <li>● Efficiency &amp; Effectiveness</li> <li>● Professional Development</li> </ul>	<ul style="list-style-type: none"> <li>● Effective Leadership</li> <li>● Managing Improvement</li> <li>● Partnership Working</li> </ul>	<ul style="list-style-type: none"> <li>● Taking Responsibility</li> <li>● Inclusivity</li> <li>● Agility</li> </ul>

## Apprenticeship Overview

Upon successful completion of the **Operations/Departmental Apprenticeship Standard**, individuals can demonstrate a range of skills, knowledge and behaviours in managing people and developing relationships, delivering results and self-management.

## Why ILM?

The **Institute of Leadership & Management (ILM)** is the UK's largest management development organisation, and part of the **City & Guilds Group**.

As part of the **City & Guilds Group**, **ILM** qualifications set the benchmark for international leadership and management expertise, especially as they can be delivered and assessed in all languages. What's more, because they conform to the **UK Qualifications and Credit Framework (QCF)**, they're externally regulated and quality assured - regardless of which country they're taught in.

Every learner who is registered on our programmes receives free **ILM** membership for the duration of their programme

“ 93% of employers see a clear increase in managers' capability after an ILM qualification ”

- City & Guilds International Media

- 📞 0800 783 2545
- ✉ enquiries@pgon.co.uk
- 🌐 www.paragonskills.co.uk