

Cavendish Henley



Prepare to Lead a Team

Level 3 CMI Award

Accrediting body: Chartered Management Institute (CMI)





What is it?



Are you just starting out as a team leader? Would you like to gain more knowledge and skills in team leading and first line management? If so, this 10-week Level 3 Prepare to Lead a Team Course is for you.

At Cavendish Henley, our focus is on delivering high-quality learning that makes a tangible difference to the organisation and the individual.

Ready to find out more? Let's go.



Who's it for?

This programme is aimed at supervisors, team leaders, project officers, shift supervisors and others in a first line management role.

What will I explore?

Over a 10-week period you'll examine what it means to be an effective team leader in today's world from three perspectives. First, as an individual, second as a member of a team and finally from the collective experience of leaders worldwide.

Doing this means that by the end of the course you'll be equipped to successfully launch yourself into a leadership career.

How will this be achieved? How we facilitate learning is one of the key ways in which a Cavendish Henley course goes above and beyond the norm. We truly believe that the learning journey is a collaborative one between the learner (you), the training provider (us), and the organisation (your employer). As part of a small, dedicated group learning together in a supportive online community, you'll benefit from a rich and absorbing experience.



What does it involve?

The Cavendish Henley Prepare to Lead a Team Course consists of several complementary elements:

- Digital learning modules hosted on our learning platform, to position subject matter and contextualise, and explain theories in readiness for deeper exploration and application.
- Virtual workshops to discuss, debate, consider and apply the knowledge, skills and behaviours that are being developed in a safe and encouraging environment.
- Digital discussions to challenge thinking, discuss identified opportunities, and overcome obstacles through peer-to-peer discovery and support.
- One-to-one coaching sessions with a dedicated and skilled leadership coach, who is there for support throughout the course. Our dedicated coaches provide individualised support, advocate reflection, and facilitate self-analysis to help ensure the maximum progress possible is made.
- Individual activities to evidence and demonstrate knowledge, behaviour, reflection and skill.
- An expertly-curated library of extended learning material including books, papers, videos, podcasts and webinars to encourage further learning.





Programme Timeline

Week 1: Orientation and introduction

- Getting to know your course, your group, and the online community.

Week 2: The idea of team leading

- What team leaders do, how they do it and their role in the organisation.

Week 3: How organisations work

- The influence of strategy, culture and values on the team leader's role.

Week 4: What it takes to lead a team

- The skills, knowledge and behaviours shown by effective team leaders.

Week 5: The context of team leading

- Responsibility, accountability and authority in the team leader's role.

Week 6: Leading in different situations

- How context and situations affect the way team leaders act and take decisions.

Week 7: Communicating as a team leader

- Getting the team behind you, getting your messages across.





Week 8: Making an impact

- On colleagues, customers, and others who are important to the success of the team.

Week 9: Legal and organisational

- The legal, governance and other frameworks which apply to team leaders.

Week 10: Assessment

- Review your learning, reflect on your experience, capture relevant evidence for your qualification.

Recommended study time:

Weekly time spent on learning:

- 4.5 hours guided activities (approx.)
- 1 hour group discussion (approx.)
- 1 hour online study group (approx.)

Monthly time spent on learning:

- 1 hour coaching session

Who will run it?



Simon Shaw

Simon has worked in learning and development since the early 1980s when he set up a business development agency. After helping to launch the new Modern Apprenticeships, he developed quality standards and set up the first inspectorate for work-based learning, now part of Ofsted.

Having led international research projects on learning technology during the 1990s, he continued to work extensively in Europe, Russia and the Middle East, advising governments on education and training policy.

Simon now runs leadership and management development programmes for Cavendish Henley, including apprenticeships for the University of Greenwich and the National Oceanography Centre. Simon has a degree and MA in English from Oxford University. He has been a Fellow of the RSA and a member of various groups and committees advising on vocational education and training policy.



Joe Parry

Joe is an accomplished Coach and Learning and Development professional with over 15 years of experience working with strong HR functions within a wide variety of Industries and sectors including Retail, Sales, Logistics, Engineering, Management & Leadership development.

Joe is passionate about supporting businesses to stretch and grow their people's skills, knowledge, and behaviours to drive high performance and achieve collective business and personal objectives. Joe's aim is for Cavendish Henley to partner with like-minded businesses and create best in class innovative industry leading Leadership and Management development solutions.

But that's not all...

There are other programmes available through Cavendish Henley too.

Level 3:

- Level 3 Team Leader and Supervisor Apprenticeship (including CMI Certificate with option of CMI Diploma).
- Pathways Programme - Level 3 Prepare to Lead a Team (CMI Award).

Level 5:

- Level 5 Operations Departmental Manager Apprenticeship (including CMI Certificate with option of CMI Diploma).
- Pathways Programme - Level 5 Get Ready To Lead (CMI Award).

Level 7:

- Level 7 Senior Leader (including CMI Certificate with option of CMI Diploma).

Bespoke Training solutions:

- Book a free consultation with one of our experts.

Coaching services:

- Free 30 minute consultation/chemistry check sessions available.

Contact us for more information

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