

Levy Funded **Level 3** and **Level 5** CMI Accredited

Leadership and Management Apprenticeships

These transformational on-the-job programmes 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.

The apprenticeships cover all core leadership competencies and are fully funded through your apprenticeship levy.

+44 (0) 1332 527 905



Nine Dots Development
The Leadership & Management Training Specialists



Skills Funding Agency

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





What is an Apprenticeship?

Definitively, leadership apprenticeships utilise a mixture of face to face workshops, virtual seminars, individual coaching sessions, written assessments, personality profiling and an End Point Assessment to give your new and existing managers all the knowledge, skills and behaviours needed to become exceptional in their roles.

The apprenticeships take managers and prepare them to perform at a more advanced level.

Interpersonal Excellence

Providing purpose and direction
Developing people and capability
Building solid relationships at work

Personal Effectiveness

Increased self-management
Making more informed decisions
Better Communication & influential behaviour

Increased Organisational Performance

Teams achieving better results
Managing resources and risk effectively
Leading change and innovation (L5)



Did you know?

71% of UK organisations admit that they fail to effectively train first line managers





What are the Different Levels and Who Would be Suitable?

Level 3 Team Leaders / Supervisors

-  **This programme would benefit aspiring managers or those that will shortly be entering into team leadership or supervisory positions.**
-  It would also benefit those already in team leadership or supervisory positions who have not previously been trained in those skills.

£4,500 per learner (funded through your levy)

Level 5 Operational / Middle Managers

-  **This programme would benefit operational and middle managers that are looking to enhance their skills and potentially prepare for future opportunities in senior management or management positions with greater responsibilities.**
-  It would also benefit people approaching middle management positions that are looking to really challenge and stretch themselves in order to develop.

£7,000 per learner (funded through your levy)



Introducing

Our Leadership and Management Apprenticeships

Our apprenticeships are designed to:

- 📍 Take **new** and **existing** staff and **up-skill them to build management** and leadership capability across the organisation.
- 📍 Be **funded through your Apprenticeship Levy** and even potentially funded partly through the Education and Skills Funding agency.
- 📍 Provide your managers with a **Chartered Management Institute (CMI) Certificate** in Leadership and Management to fully qualify your managers and add further accreditation to your organisation.

The programmes cover everything from **Leadership Skills, Management of People, Project Management, Managing Budgets to Self-Awareness and Relationship Building.**



What Does an Apprenticeship Look Like?

The next section will explain in real terms what an apprenticeship consists of and compare the commitment needed for both the level 3 and level 5 offering.

Level 3 Content Breakdown

Topics covered:

- ➔ **Module 1** – Personal Development Practices
- ➔ **Module 2** – Leadership and Management Excellence
- ➔ **Module 3** – Ensuring Operational Delivery
- ➔ **Module 4** – Project Management Contribution
- ➔ **Module 5** – Financial Awareness
- ➔ **Module 6** – Effective Team Working
- ➔ **Module 7** – Effective Communication & Relationships
- ➔ **Module 8** – Data & Information Management

Level 5 Content Breakdown

Topics covered:

- ➔ **Module 1** – Personal Development Practices
- ➔ **Module 2** – Leadership & Management Excellence
- ➔ **Module 3** – Delivering Operational Plans
- ➔ **Module 4** – Building Stakeholder Relationships
- ➔ **Module 5** – Managing Projects
- ➔ **Module 6** – Effectively Managing Change
- ➔ **Module 7** – High Performance Teams
- ➔ **Module 8** – Financial Management



Level 3 Time-line (12 Months)



There are two sessions before the first workshop dedicated to making sure that the programme is right for them.

The minimum time-scales that we can deliver the learning of the apprenticeship programmes are 12 months (L3) and 18 months (L5) which we spread around your organisation.

Most of the workshops can either be face-to-face sessions or we can deliver them remotely allowing complete flexibility if you have multiple learners across different sites



Level 5 Time-line (18 Months)



In-between the workshops the learner will have to complete various assignments related to the training which is supported through sessions with our skills coach.

After the last workshop, we will prepare the learner for the final assessment. This will require them to be fully up-to-date with their assignments.

The End Point Assessment is the final part to passing the apprenticeship and learners will be tested in various ways to apply and demonstrate their new knowledge, skills and behaviours.



Why Choose Nine Dots For Your Apprenticeships?

Delivering an exciting, interesting and lively programme is just a small part of the story...

- Our expert team will consult with you to make sure that the content we cover is **tailored to your organisation**.
- The resources are **perfectly branded** in **your** company's image to accompany the learning.
- Our apprenticeship programmes are **business focused** ensuring that the learning is extremely relevant in the context of your business and industry

A few more interesting reasons why we are perfectly positioned to deliver your apprenticeship...

- We have a very thorough process of setup to ensure you stay informed and to make sure we don't miss a single detail
- We have 100% pass rate demonstrating that we know how to train effectively
- We have a trusted, experienced and solid project process to ensure we deliver exactly what we have promised every time
- We provide free catch up sessions for those who might have to miss a workshop for whatever circumstance
- We are 100% Ofsted compliant and have comprehensive policies in place to ensure that our teaching and service we provide is first class and meets all government standards



What our Learners and Clients Say

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

Wendy from an Logistics and Supply Chain Organisation
- 🗨️ Very engaging trainer who tailored the programme to me and my organisations requirements.

David from a Manufacturing organisation
- 🗨️ Excellent. Covered a wide range of financial topics but all in keeping with day to day usefulness. Very well presented and very engaging.

Jane from a Commercial Services & Supplies organisation

“We partnered with Nine Dots Development initially to run our Apprenticeship Programmes for Leaders and Managers and were so impressed with the positive impact on our people, we quickly moved to engage them to deliver a number of commercial courses for a range of our teams. The organisation, attention to detail and client service offered is second to none and of great importance to us as they go above and beyond the expected service levels. The Trainers are highly skilled, personable and have extensive industry knowledge which they incorporate in the development process. I would highly recommend Nine Dots.”

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

Review from a Handling Difficult People and Conversations course
- 🗨️ Very detailed. The tutor has great knowledge and can relate to every question being asked effectively.

Laurence (Healthcare)
- 🗨️ Enjoyable, interesting, group discussion was great - need more of this.

A review from a Leading Yourself and Others Through Change course

Jane Pike

Group HR Director at SCHAWK!

Commercial Services & Supplies Organisation

Check out **hundreds of reviews and training outcomes** that are featured on our website:
ninedotsdevelopment.com



5 Reasons to Act Now!

1. Management skills are needed now to drive business productivity and performance
2. Funding is now available. If you don't use your levy before the deadline you will lose it and other companies can take advantage of your unused funds
3. Get ahead of the game and start to shape the programmes that best suit your business.
4. Showcase your commitment to apprenticeships, build your brand, attract and retain the best staff
5. Nine Dots can guide and support you every step of the way so that your strategy is fully embedded through the programmes

Enquire today by calling:

+44 (0) 1332 527 905

Request a call on our website: ninedotsdevelopment.com/web/w

Send us an email: enquiries@ninedotsdevelopment.com

Nine Dots Development

We help assist organisations to expand the skill sets of their employees, from junior managers, all the way through to executive level positions.

We do this through:

- Bespoke/tailored training workshops
- 1 to 1 coaching
- Qualifications
(CMI/ILM/Apprenticeships)

Our work tends to cover **3 broad areas** of skills and behaviours which can be categorised as:

- People Management
- Business Management
- Self Management