



**Jason Smith**

# Team Leader Supervisor Level 3 Apprenticeship

Initial Assessment

5 November 2022



## Reporting Sections Selected

5th November 2022

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### Respondents & Measurements

- Report Criteria
- Measurements
- Rating System

This section describes how many people completed the questionnaire, the evaluation areas used and the number of questions asked within each area. It also covers the rating system that was used.

### Spider Diagram

At a glance you can easily compare the average scores for each of the evaluation areas. It also provides an overall average for all of the areas combined, the percentage of participants who completed the questionnaire and the differences in scores between self-assessor and responders.

### Summary

This highlights the average rolled up scores for each evaluation area shows the differences between self-assessor scores and their responders in a bar chart.

### Breakdown

Here you can drill down into specific questions asked throughout the questionnaire and see the quantitative scores and any comments relating to each of them.

### Feedback / Comments

This shows only those questions that required comments from the responders. They are all placed together in this area. These would have also been covered in the “Breakdown” section but have been grouped so you can see all the qualitative feedback, comments and inputs together.

### Highs & Lows

This area lists the 5 highest scoring questions and the 5 lowest scoring questions from the campaign so that you can easily identify those that are scoring well, and those which may need improvement.

## Respondents & Measurements

5th November 2022

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### Report Criteria

This report has been generated using data returned from the following:

1/1

Self assessor

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### Measurements

The total number of questions/statements asked was **36**

The following are the evaluation areas used and the number of questions/statements in each:

10

Knowledge

10

Skills

5

Behaviours

11

Learner Information

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### Rating System

Below is the ratings system that was used. Scores ranged from **1 to 10, 10** being the highest score.

# Spider Diagram

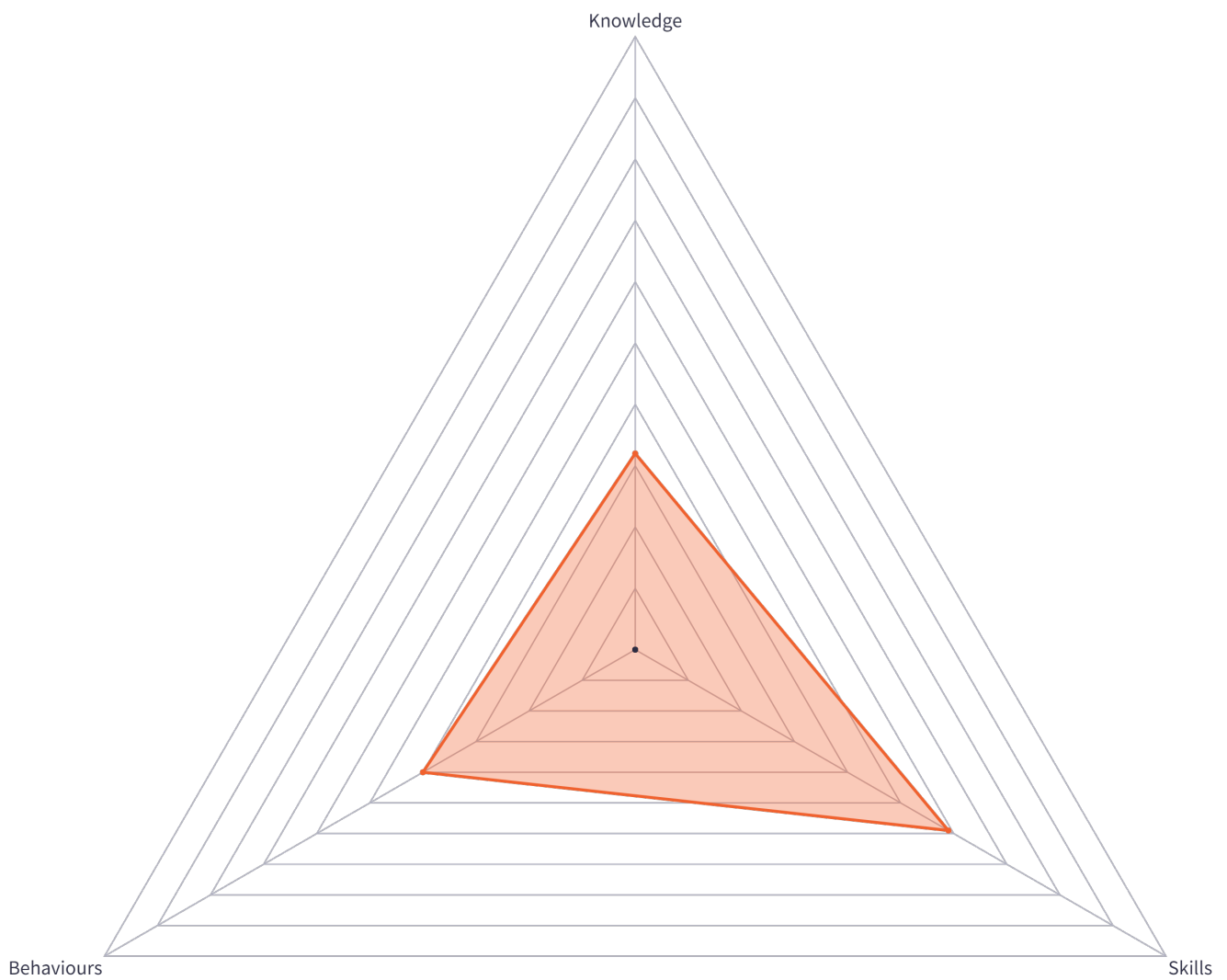
5th November 2022

This chart rolls up all of the answers within each area to give an overall average.

Participant  
**100%**  
Completed

**4.4**  
Avg Overall Score

● Participant



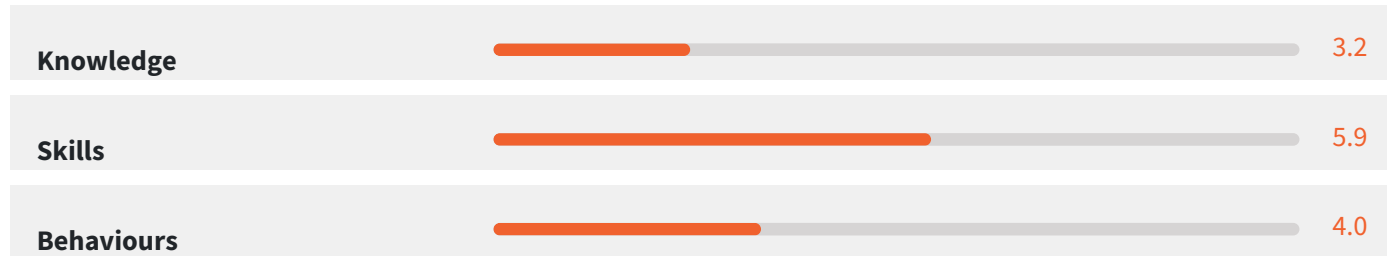
## Summary

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This summary shows the average rolled up scores for that particular area for all of the questions/statements combined.

 Participant



## Breakdown

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Area	Participant
Knowledge	3.20
Skills	5.90
Behaviours	4.00

# Breakdown


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This section provides you with a breakdown of the results for each question/statement

0 = question not answered 0 = question was answered

**Participant**

## 1 - Knowledge

Participant  3.2

**1.1 - Understand different leadership styles and the benefits of coaching to support people and improve performance. Understand organisational cultures, equality, diversity and inclusion.**

Participant  4.0

**1.2 - Understand people and team management models, including team dynamics and motivation techniques. Understand HR systems and legal requirements, and performance management techniques including setting goals and objectives, conducting appraisals, reviewing performance, absence management, providing constructive feedback, and recognising achievement and good behaviour.**

Participant  3.0

**1.3 - Understand approaches to customer and stakeholder relationship management, including emotional intelligence and managing conflict. Know how to facilitate cross team working to support delivery of organisational objectives.**

Participant  4.0

**1.4 - Understand different forms of communication and their application. Know how to chair meetings, hold challenging conversations, provide constructive feedback and understand how to raise concerns.**

Participant  2.0

## Breakdown

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**1.5 - Understand how organisational strategy is developed. Know how to implement operational and team plans and manage resources and approaches to managing change within the team. Understand data management, and the use of different technologies in business.**

Participant  3.0

**1.6 - Understand the project lifecycle and roles. Know how to deliver a project including: managing resources, identifying risks and issues, using relevant project management tools.**

Participant  4.0

**1.7 - Understand organisational governance and compliance, and how to deliver Value for Money. Know how to monitor budgets to ensure efficiencies and that costs do not overrun.**

Participant  2.0

**1.8 - Know how to be self-aware and understand unconscious bias and inclusivity. Understand learning styles, feedback mechanisms and how to use emotional intelligence**

Participant  4.0

**1.9 - Understand time management techniques and tools, and how to prioritise activities and approaches to planning**

Participant  3.0

**1.10 - Understand problem solving and decision making techniques, and how to analyse data to support decision making.**

Participant  3.0



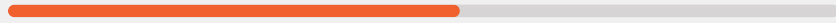
## Breakdown

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### 2 - Skills

Participant



5.9

**2.1 - Able to communicate organisation strategy and team purpose, and adapt style to suit the audience. Support the development of the team and people through coaching, role modelling values and behaviours, and managing change effectively.**

Participant



3.0

**2.2 - Able to build a high-performing team by supporting and developing individuals, and motivating them to achieve. Able to set operational and personal goals and objectives and monitor progress, providing clear guidance and feedback.**

Participant



5.0

**2.3 - Building trust with and across the team, using effective negotiation and influencing skills, and managing any conflicts. Able to input to discussions and provide feedback (to team and more widely), and identify and share good practice across teams. Building relationships with customers and managing these effectively.**

Participant



6.0

**2.4 - Able to communicate effectively (verbal, written, digital), chair meetings and present to team and management. Use of active listening and provision of constructive feedback.**

Participant



5.0

## Breakdown

5th November 2022

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**2.5 - Able to communicate organisational strategy and deliver against operational plans, translating goals into deliverable actions for the team, and monitoring outcomes. Able to adapt to change, identifying challenges and solutions. Ability to organise, prioritise and allocate work, and effectively use resources. Able to collate and analyse data, and create reports.**

Participant  6.0

**2.6 - Able to organise, manage resources and risk, and monitor progress to deliver against the project plan. Ability to use relevant project management tools, and take corrective action to ensure successful project delivery.**

Participant  7.0

**2.7 - Applying organisational governance and compliance requirements to ensure effective budget controls.**

Participant  7.0

**2.8 - Able to reflect on own performance, seek feedback, understand why things happen, and make timely changes by applying learning from feedback received.**

Participant  7.0

**2.9 - Able to create an effective personal development plan, and use time management techniques to manage workload and pressure.**

Participant  7.0

**2.10 - Use of effective problem solving techniques to make decisions relating to delivery using information from the team and others, and able to escalate issues when required.**

Participant  6.0

## Breakdown

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### 3 - Behaviours

Participant  4.0

#### 3.1 - Drive to achieve in all aspects of work. Demonstrates resilience and accountability.

Participant  5.0

#### 3.2 - Determination when managing difficult situations.

Participant  6.0


#### 3.3 - Open, approachable, authentic, and able to build trust with others. Seeks views of others.

Participant  3.0

#### 3.4 - Flexible to the needs of the organisation. Is creative, innovative and enterprising when seeking solutions to business needs. Positive and adaptable, responds well to feedback and need for change.

Participant  4.0

#### 3.5 - Sets an example, and is fair, consistent and impartial. Open and honest. Operates within organisational values

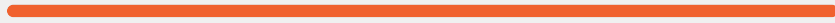
Participant  2.0

## Breakdown

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### 4 - Learner Information

Participant



0.0

#### 4.1 - What is your current job title and how long have you been in this role for?

Participant

"Yard Team Leader I have been in this role for 8 months. I am quite new to the company."

#### 4.2 - Based upon all of the topics you have answered, have you taken any training in the past which is similar to or relevant to this programme? Please state the title, duration, level etc.

Participant

"No. This is all new to me and is my first team leader role."

#### 4.3 - Qualifications: Do you have GCSE level or equivalent grades A-C in Maths? (if you are unsure please put no for now).

Participant

No



100%

Yes

#### 4.4 - Qualifications: Do you have GCSE level or equivalent grades A-C in English? (if you are unsure please put no for now).

Participant

No



100%

Yes

#### 4.5 - Qualifications: Do you have A level or equivalent grades A-C in Maths? (if you are unsure please put no for now).

Participant

No



100%

Yes

## Breakdown

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**4.6 - Qualifications: Do you have A level or equivalent grades A-C in English? (if you are unsure please put no for now).**



**4.7 - Qualifications: Do you hold a Degree or any other Further Education qualifications in any subject?**



**4.8 - Qualifications: If you answered YES to the previous question, please list these qualifications and details of when they were achieved. If you answered NO, please choose NA and move to the next question.**

Participant

"I passed my GCSE's 4 years ago. GCSE Maths A English A A LEVELS Maths B English C I have my certificates of proof for these."

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**4.9 - Qualifications: If you are unsure about your qualifications or need help and guidance please comment below.**

Participant

"No."

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**4.10 - Do you feel you need any support with additional learning needs? E.g. dyslexia, dyscalculia etc. If so, please provide as much information as possible.**

Participant

"I have been diagnosed with Dyslexia and have always received additional support at school. Any help you could offer me would be appreciated."

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## Breakdown

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### 4.11 - Do you give us your consent to use this information to design your development programme?



## Feedback / Comments

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### Learner Information

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**What is your current job title and how long have you been in this role for?**

Participant

"Yard Team Leader I have been in this role for 8 months. I am quite new to the company."

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**Based upon all of the topics you have answered, have you taken any training in the past which is similar to or relevant to this programme? Please state the title, duration, level etc.**

Participant

"No. This is all new to me and is my first team leader role."

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**Qualifications: If you answered YES to the previous question, please list these qualifications and details of when they were achieved. If you answered NO, please choose NA and move to the next question.**

Participant

"I passed my GCSE's 4 years ago. GCSE Maths A English A A LEVELS Maths B English C I have my certificates of proof for these."

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**Qualifications: If you are unsure about your qualifications or need help and guidance please comment below.**

Participant

"No."

---

**Do you feel you need any support with additional learning needs? E.g. dyslexia, dyscalculia etc. If so, please provide as much information as possible.**

Participant

"I have been diagnosed with Dyslexia and have always received additional support at school. Any help you could offer me would be appreciated."

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## Highs & Lows

5th November 2022

# High

Below are the 5 highest scoring questions/statements. Average scores are calculated to include the self-assessor and participants.

**Able to create an effective personal development plan, and use time management techniques to manage workload and pressure.**

Avg Overall Score: 7.00

Skills

Participant



7.0

**Able to reflect on own performance, seek feedback, understand why things happen, and make timely changes by applying learning from feedback received.**

Avg Overall Score: 7.00

Skills

Participant



7.0

**Applying organisational governance and compliance requirements to ensure effective budget controls.**

Avg Overall Score: 7.00

Skills

Participant



7.0

**Able to organise, manage resources and risk, and monitor progress to deliver against the project plan. Ability to use relevant project management tools, and take corrective action to ensure successful project delivery.**

Avg Overall Score: 7.00

Skills

Participant



7.0

**Building trust with and across the team, using effective negotiation and influencing skills, and managing any conflicts. Able to input to discussions and provide feedback (to team and more widely), and identify and share good practice across teams. Building relationships with customers and managing these effectively.**

Avg Overall Score: 6.00

Skills

Participant



6.0



## Highs & Lows

5th November 2022

# Low

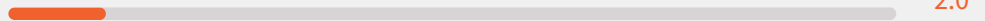
Below are the 5 lowest scoring questions/statements. Average scores are calculated to include the self-assessor and participants.

**Sets an example, and is fair, consistent and impartial. Open and honest. Operates within organisational values**

Avg Overall Score: 2.00

Behaviours

Participant



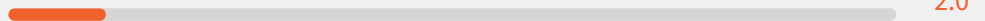
2.0

**Understand different forms of communication and their application. Know how to chair meetings, hold challenging conversations, provide constructive feedback and understand how to raise concerns.**

Avg Overall Score: 2.00

Knowledge

Participant



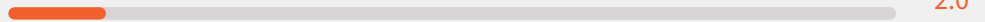
2.0

**Understand organisational governance and compliance, and how to deliver Value for Money. Know how to monitor budgets to ensure efficiencies and that costs do not overrun.**

Avg Overall Score: 2.00

Knowledge

Participant



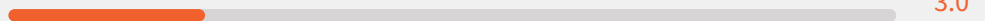
2.0

**Able to communicate organisation strategy and team purpose, and adapt style to suit the audience. Support the development of the team and people through coaching, role modelling values and behaviours, and managing change effectively.**

Avg Overall Score: 3.00

Skills

Participant



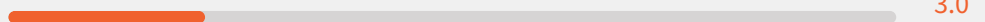
3.0

**Understand how organisational strategy is developed. Know how to implement operational and team plans and manage resources and approaches to managing change within the team. Understand data management, and the use of different technologies in business.**

Avg Overall Score: 3.00

Knowledge

Participant



3.0