



## Sample Programme

# First Line Manager

## Leadership and Management Level 3

### Award/Certificate

The Leadership and Management training programme develops the leadership and management skills of first line managers and those who have supervisory responsibility for others and will equip delegates with the skills, knowledge and behaviours to lead and successfully develop teams. A typical programme consists of following:

#### **Programme Delivery**

##### **Day 1 – Leadership and Management Key Skills**

- Programme introduction
- Induction to ILM and the Level 3 qualification
- The management role in higher education
- Qualities of management and leadership
- Leadership styles
- Problem solving and creative thinking
- Making decisions

##### **Day 2 – Leading People and Teams**

- Communication skills for managers
- Motivating yourself and others
- Planning and allocating work
- Working with others – working in teams and building relationships

##### **Day 3 - Project Day**

- Presenting your case
- Analysing your project
- Project presentations
- Action planning

Although this programme is typically delivered via facilitated taught days we also have our Independent Learning Route which offers delegates a blended learning approach using GWA on-line resources and self directed learning, along with tutor support and guidance.

#### **Accreditation Options**

There are two ILM qualification routes available for this programme:

- **8600-11 Award**
- **8600-21 Certificate**

*If you are interested in the Diploma route then please contact us for a discussion.*

All qualification routes require candidates to undertake additional, self-directed learning as guided by the programme. ILM advise that an average of 7 hours be spent on each unit and GWA usually allow between two to three weeks for completion of a single unit.

The assessment requirements for the Award and Certificate are:

### **Award**

A minimum of 4 credits are required to achieve the ILM Award, which can be gained through the completion of two units. The units we recommend are as follows:

#### **Assignment 1 – Understanding Leadership**

A written reflective review on the **Understanding Leadership** unit, between 800 and 1,500 words. To be completed after Day 1 of the course.

#### **Assignment 2 – Personal Work-based Project**

A personal project on your own 'real work issue' for which you will write a reflective review on the problem solving and decision making processes used in the project, This assignment covers the ILM unit **Solving Problems and Making Decisions** and is completed after the final day of the taught programme.

### **Certificate**

A minimum of 13 credits are required to achieve the ILM Award, which can be gained through the completion of seven units. The units associated with this unit would be as follows, but alternative choices are available:

#### **Assignment 1 – Understanding Leadership**

A written reflective review on the **Understanding Leadership** unit, between 800 and 1,500 words. To be completed after Day 1 of the course

#### **Assignment 2 – Managing People and Tasks**

A written reflective review of approximately 3,000 words minimum covering three ILM units: **Understanding How to Motivate to Improve Performance, Understanding the Communications Process in the Workplace, Planning and Allocating Work.** To be completed after Day 2 of course.

#### **Assignment 3 – Personal Work-based Project**

A personal project comprising of a Management Report on a 'real work issue', a reflective review on the problem solving and decision making processes used in the project, a power point presentation of the project and contribution to a group presentation on Day 3 of the taught programme. A total of four weeks will be provided for the production of the written elements of this assignment. This Assignment covers three ILM units: **Solving Problems and Making Decisions, Giving Briefings and Making Presentations, Writing for Business.** To be completed after the final day of the programme