



Sample Programme

Middle Manager

Leadership and Management Level 5 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. The programme consists of following elements:

Programme Delivery

Day 1 – The Context of Management

- Programme introduction
- Induction to ILM and the Level 5 Certificate
- The management context – drivers and influences
- Organisational culture
- Leadership styles

Day 2 – Becoming an Effective Leader

- Emotional intelligence for leaders
- Communication essentials
- Setting direction – motivating and delegating
- Influencing and dealing with different personalities

Day 3 – Innovation and Change

- Innovation and change – drivers and barriers
- Planning and managing change – engaging the stakeholders
- Innovation in your institution
- Supporting people through change – coaching and mentoring

Day 4 – Innovation Project

- Identifying opportunities for improvement – links to strategic needs
- Continuous improvement, creative thinking, identifying and evaluating solutions
- Developing your innovation project
- Evaluating and reviewing projects

Accreditation Options

There are two ILM qualification routes available for this programme:

- **8607-11 Award**
- **8607-21 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 10 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 – Becoming an Effective Leader (5 credits)

A written reflective review on the **Becoming and Effective Leader** unit, between 2,000 and 3,000 words. To be completed after Day 2 of the course.

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 the Organisational Environment (5 credits)

A written reflective review on the **Understanding the Organisational Environment** unit, between 2,000 and 3,000 words. To be completed after Day 1 of course.

Assignment 2 – Becoming an Effective Leader (5 credits)

A written reflective review on the **Becoming and Effective Leader** unit, between 2,000 and 3,000 words. To be completed after Day 2 of the course.

Assignment 3 – Leading Innovation and Change (5 credits)

A written reflective review on the **Understanding the Organisational Environment** unit, between 2,000 and 3,000 words. To be completed after Day 4 of course