

ILM Level 5 Introductory Diploma in Management

Programme Overview

The Level 5 Introductory Certificate in Management is a short, flexible and highly practical in-company programme. It provides practising and potential middle managers with the knowledge and skills for effective performance and a platform for career development. This stimulating programme covers a broad range of essential leadership and management skills and may be adapted to individual company requirements.

Module 1 Start-up Workshop <ul style="list-style-type: none"> ■ Introduction and objectives ■ Programme overview ■ Assessment strategy ■ Introducing the work-based assignment ■ Organising yourself ■ Discussion and action planning 	Module 2 Leadership and Management in Organisations <ul style="list-style-type: none"> ■ Mission and value statements ■ Organisational structures ■ Key management roles and responsibilities ■ Leadership and management styles ■ Differences between management and leadership
Module 3 Planning for Efficiency <ul style="list-style-type: none"> ■ Understanding effectiveness and efficiency ■ Organisational, team and individual objectives ■ Target setting and performance indicators ■ Planning work activities ■ Designing operational systems and procedures ■ Effective monitoring and control ■ Continuous improvement 	Module 4 Managing Individuals <ul style="list-style-type: none"> ■ Authority, power and accountability ■ Delegation and empowerment ■ Theories of motivation and their application ■ Strategies to encourage managed risk-taking ■ Fostering initiative, creativity and innovation ■ Performance assessment and counselling ■ Support, feedback, recognition and reward
Optional Modules (select four optional modules) <ul style="list-style-type: none"> ■ Negotiating skills ■ Managing change ■ Managing quality ■ Project planning and control ■ Understanding finance ■ Human resource planning ■ Leading meetings and briefings 	Module 5 Action and Assessment Workshop <ul style="list-style-type: none"> ■ Discussion and course review ■ Final presentations ■ Assignment review and completion ■ Feedback on learning and action points ■ Next steps ■ Summary and close

Core modules include a Start-up workshop, three one-day workshops and a final workshop. Optional modules may be delivered either through a series of one-day workshops or by distance learning.

The programme typically runs over a six to nine month period.

Assessment

For full achievement, participants must complete a minimum of 45 learning hours and successfully complete:

- Two short knowledge assessments
- A work-based assignment (2000 words)
- A short presentation

Participants should be practising or potential first line managers.

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