

## ilm Level 3 Award Qualification in Leadership & Management

The **ilm** Level 3 Award Qualification in Leadership and Management is a nationally recognised qualification that has been specially designed to equip potential and practising first line managers with the foundation for their development in this role. The programme does this by developing basic management and leadership skills and assisting participants in their application of these back into the work environment.



Qualification Overview	
Title	<ul style="list-style-type: none"> <li>ilm Level 3 Award Qualification in Leadership and Management</li> </ul>
Credit Value	<ul style="list-style-type: none"> <li>Award requires a minimum 4 Credits (2 Units)</li> </ul>
Duration	<ul style="list-style-type: none"> <li>Delivered through 4 full-day workshops</li> </ul>
Structure	<ul style="list-style-type: none"> <li>Units to be completed are: Credits shown in ( ).                             <ul style="list-style-type: none"> <li>Leading and motivating a team effectively (2)</li> <li>Understanding performance management (2)</li> </ul> </li> </ul> <p>For additional information regarding content and assessment criteria please refer to individual unit specifications.</p>

### Pre-programme Assessments and one to one coaching session

To ensure the ilm Level 3 Award Qualification is right for an individual's development and to identify the specific Units to provide a development opportunity, we offer a pre-programme and assessment. There is no charge for this service. It is in our interests to make sure we are recommending the right programme (level and Units) for the individual concerned.

### Programme Structure

To achieve the ilm Level 3 Qualification delegates are required to:

- Attend a one to one or group Induction (Part of first full day workshops).
- Attend the selected Units to achieve the required Guided Learning Hours (GLH).
- Complete a tutorial for each of the chosen units (part of a full-day workshop).
- Submit the agreed assignment for each of the chosen units.

### **Workshop 1 - Effective Images**

In this workshop participants take a closer look at themselves, their perceived image and how they are seen by others. A change project, providing a measurable pay-back is defined which provides the environment to apply the essential management tools. The key objectives for the workshop are;

- Define and reflect upon the main factors which influence our image.
- Use a personality profiling model to assess people objectively.
- Apply the 3 V's of communication - Visual/Non Verbal, Vocal, Verbal to enhance personal impact.

### **Workshop 2 - Developing Effective Teamwork**

This workshop provides delegates with the fundamental tools to build a high performance team. It examines areas critical to effective team working and identifies specific issues in understanding team dynamics. The key objectives for the workshop are:

- Reflect upon the skills and attitudes required to develop effective teamwork.
- Identify the characteristics of high performance teams.
- Reflect upon two modern leadership models and recognise the different management styles associated with developing a high performance team.

### **Workshop 3 - Adapting Management Styles**

This workshop is designed to enable delegates to assess their approaches to people and team management, reflect upon their preferred management style and consider how to adapt their style to different situations. The key objectives for the workshop are:

- Recognise your preferred management style and the need to adapt to manage different situations.
- Practice effective communication skills to reduce mis-understandings.
- Implement a problem solving technique to generate new ideas and/or improvements with and through colleagues and staff.

### **Workshop 4 - Enhancing Performance through Coaching & Delegation**

Workshop 4 examines one of the keys to effective management, achieving success with and through others. To achieve this we must gain a balance between coaching and learning to let go and trust. Coaching is the process of helping individuals maximise their potential to the benefit of themselves, the team and the organisation. The key objectives for the workshop are:

- Reflect upon the skills and behaviours associated with the 'Supporting' style of Situational Leadership.
- Apply a five step delegation technique to gain willing co-operation.
- Practice basic coaching skills to enhance the performance of team members and colleagues.

Individuals Unit certification is provided allowing delegates to pace their learning and development over a time-scale to manage personal commitments and work pressures. Unit cohorts are also inter-changeable allowing a degree of flexibility in scheduling workshops and time to complete the qualification.

Delegates may upgrade their qualification from an Award to a Certificate within a 3 year period of registration by gaining additional credits to minimum value of 13.

### Next Programmes

The dates for the programme are shown below. All workshops commence at 9.30 and conclude no later than 16.00. Additional one-to-one coaching sessions with individual participants back in the workplace reinforce the learning and encourage the application of the models, tools and techniques.

		<b>Cohort 1</b>	<b>Cohort 2</b>
Workshop 1	Effective Images	24th October	19th February
Workshop 2	Developing Effective Teamwork	7th November	5th March
Workshop 3	Adapting Management Styles	27th November	26th March
Workshop 4	Enhancing Performance through Delegation & Coaching	12th December	9th April

### ilm Membership

All registered candidates automatically become student members of the ilm for the duration of their programme. Designed to help candidates get the most from their course and advance their management career, studying membership gives access to a wide range of specialist support and development materials and services. Successful completion of a Level 3 Award Qualification provides eligibility for a minimum grade of Associate Membership (AMInstLM) of the Institute of Leadership and Management.

### Bespoke In-house Programmes

Should you have eight or more candidates, an internal programme can be delivered for your organisation. Alternatively, if you have eight or more candidates and wish to select different optional units, a customised internal programme can be delivered for your organisation.

### Investment

The total cost for the ilm Level 3 Award Qualification in Leadership & Management is £628. This includes all relevant materials, ilm registration and certification, along with student membership allowing access to a wide range of support and development materials.