

‘Leading and Inspiring the Team through Strategic Management’

5 Day
Programme
+ 2
Assignments



ILM Level 5 Award in Leadership & Management Skills

Business Requirement

The role of the middle/senior manager in setting the pace within the organisation is critical to an organisation’s achievement of its goals and objectives, along with the on-going motivation and engagement of those within the team.

This informative and innovative programme, which is accredited at Level 5 (equivalent to degree level) is designed to give aspiring middle/senior managers, or those that have been in the role for some time and are looking to hone their skills, the ability to step outside of their day-to-day activities and think strategically about themselves and their leadership abilities; as well as considering their impact and influence on the motivation and engagement of others through effective communication and relationship building.

Target Audience

The ILM Level 5 Award in Leadership and Management Skills aims to give practising or potential middle/senior managers key leadership skills for their formal development in this role.

Programme Objectives

Aligned to the ILM L5 Award in Leadership and Management and the needs of your organisation.

Workbased assignments completed during the course can generate significant payback for the organisation in terms of cost savings and quality improvements in the workplace.

This intensive and practical development programme focuses on providing managers with a recognised qualification whilst sharing insight and learning on the fundamentals of management.

By the end of the programme developing managers will:

- Understand leadership styles and the relationship between organisational culture and organisationally embedded leadership styles.
- Understand leadership qualities and review own leadership qualities and potential
- Define strategy for their area of responsibility and communicate this to the team alongside organisational vision and strategy
- Define the importance of employee motivation and engagement to their organisation and the individual employee
- Recognise the importance of implementation and communication of strategies and decisions
- Utilise feedback from multiple sources in order to benefit the organisation and its consumers

Programme Content – 5 days (additional days may be added)

Includes two mandatory units from the ILM L5 Award in Leadership and Management Skills and relevant assessment activities as required.

- Understanding the Management Role M4.01
- Assessing Own Leadership Capability and Performance M5.29

Induction - The ILM Programme (Day 1)

- Welcome to the ILM programme
- Certification and assignment criteria

Effective Use of Leadership Styles (Day 1)

- The difference between leadership and management
- Identifying your leadership style and that of those that you manage
- Leadership styles in the organisational context
- Leadership styles and their affect on motivation and performance management
- Utilising emotional intelligence to understand colleagues and yourself more effectively

Motivation and Engagement (Day 2 & 3)

- Defining motivation and engagement in the organisational context
- Why motivate?
- How does enhanced engagement improve performance?
- Key motivational theory and evidence related to engagement

Reviewing Leadership Ability (Day 3)

- Utilising identified leadership styles and behaviours in order to manage more effectively through adaptability
- Effectively communicate the mission, vision and strategic goals of the organisation and the links to your own department
- Create effective links between organisation, team and individual's goals

The Purpose, Structure and Stakeholders of the organisation (Day 4)

- Identify the key stakeholders in the organisation
- Understanding the wider organisation and how my team and I fit within this

Managing from the Middle of the Organisation: Key Responsibilities (Day 4)

- The manager's role in the organisation's success
- Motivating and developing the team through understanding the wider organisation

Building Strong Communication and Interpersonal Skills (Day 5)

- Communication, communication, communication: How effective communication can make the manager
- Overcoming barriers to communication to ensure successful teams

Improving Myself: Building Personal Development in Middle Management (Day 5)

- Assessing my Skills, Opportunities for development, Challenges and Knowledge and Skills in order to develop
- How my effectiveness and behaviour affects those that I manage
- Meeting my development needs: Plan, Do, Review

The Programme is Completed with:

- Reflective Review Assignment on leadership styles, motivation, commitment of team and effectiveness – circa 2000 words
- Workbased Assignment on the organisation, achieving goals, effect of communication skills and development opportunities – 2000 words
- Ongoing reflection of the 'Learner Journey' throughout the programme
- Action Planning and review

Programme Features - Flexible, Focused and Personalised

This programme of courses includes trainer presentations, facilitated interactive sessions and exercises, comprising discussion, debate and feedback to help build sound management and leadership knowledge and skills. Developing managers are required to complete 'flexible learning', write a 'work based assignment' and a 'reflective review' during the programme to develop the required knowledge and understanding and complete the mandatory assessment process.

Programmes are delivered as flexibly as required to reflect organisational and group needs and **additional training and assignments may be added to form a wider management development programme.**

Complementary training may include Equality and Diversity, Managing Change, Time Management, Delegation and Prioritisation, Presentation Skills, Facilitation and Mediation Skills.

A 'Candidate Handbook', which contains all relevant information about the programme and the ILM qualification, will be provided to each developing manager at the initial workshop.

On successful completion of the 'assessment process' the manager will be presented with 'The ILM Level 5 Award in Leadership & Management Skills' certificate.

Typical Delivery Schedule - (guideline 3 - 6 mths)

<i>ILM 5 Day Programme Example</i>		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7
ILM Workshops including Guided Learning Hours <i>Potential Pre-Programme Briefing</i>	Pre-course work, <i>Team Health Assessment</i>	Workshop 1 1 day	Workshop 2 1 day	Workshop 3 1 day	Workshop 4 1 day	Workshop 5 1 day	<i>Team Health Assessment Additional Training Days</i>	Review Meeting <i>Potential Award Ceremony & Presentation</i>
Qualification Assessment	<i>Action Plans and reviews throughout development programme (not assessed)</i>				Reflective Review Assignment	Work Based Assignment		
ILM Assessment Submission					Reflective Review Submitted	Work Based Assignment Submitted	Certificates Issued with Feedback	
Development & Embedding Behaviour		Reflections Learning Manual & ILM Leadership & Management Material			Complete Assignments for ILM Assessment			
<i>Potential Action Learning Sets and '1 - 1' support</i>		e-mail coaching support			<i>ALS 1 & '1 -1' support</i>	<i>ALS 2 & '1 -1' support</i>	<i>ALS 3 & '1 -1' support</i>	<i>ALS 4 & '1 -1' support</i>

Each programme can also be amended to meet specific requirements for guided learning hours and assessment set by the ILM and the Qualifications and Curriculum Development Agency (QCDA)

In order to complete this qualification, developing managers must submit and pass a work-based assignment and reflective review highlighting what they have learned through the qualification and how they have applied this to benefit the organisation.

Developing managers are normally given 4 weeks to complete assignments for assessment.

Assignments are set and marked by Catalyst as an accredited ILM assessment centre; with the final Award granted by the ILM as a QCDA recognised awarding body within the National Qualification and Credit Framework.

Investment Options

ILM Level 5 Programme – 5 days: up to 8 managers: £9,800.00 + vat (£1,225.00 per head)

Additional developing managers £1,225 each

Team Health Assessment™ Programme included

Additional Training that may be required that is focused, localised and personalised for the needs of the organisation, teams and developing managers and that could also build further credits within this programme: **£1,250.00 + vat per day**

Post-Programme Support

4 x half days including 4 x 90 minute **Action Learning Sets** over a 2 - 4 month period to assist the group implement their Action Plans and embed learning and **'1 – 1' support: £3,500.00 + vat or £1,100 per day**

Pre-programme briefing / Presentation & Award Ceremony: £450.00 + vat per ½-day event

Course Design & Development (not normally required): **£550.00 + vat per day**

Additional Assignments (marking with feedback): **£75.00 + vat each**

Services Include:

- Pre-programme meeting and programme agreement
- Management of consistent and vetted ILM management training team
- 5+ days of leadership & management training, coaching & facilitation
- **E-mail coaching support** to assist developing managers with assignment completion and application of learning back into the workplace
- All supporting programme material in colour and reflective review material including **Personal Development Organiser**
- Initial and subsequent web based **Team Health Assessment Programme™**
- 6 months Membership of the ILM
 - Online access to Learning Zone – a 'toolkit' to hundreds of management sessions, video tutorials, guides and factsheets to increase leadership impact
 - ILM Certificate on successful completion
 - Invitations to Networking & Events
 - Exclusive Membership discounts
 - Professional Recognition with nominal letters when you upgrade to full membership
- ILM Qualification and all marking of 'work based assignments' and 'reflective review' with feedback
- **One free** re-take for any 'Referred' assignments with feedback support
- All administration to support and process the ILM Awards
- Review Meeting

Optional Services Include:

- Additional Days training to reflect specific needs
- Action Learning Sets and one-to-one support to assist developing managers with assignment completion and application of learning in the workplace
- Pre-Programme briefing for developing managers
- An Award Ceremony for managers to make a presentation, celebrate success and present ILM certificates

About The Institute of Leadership & Management (ILM)

The Institute of Leadership & Management is the UK's largest management body, combining industry-leading qualifications and specialist member services.

ILM is founded on the principle that skilled managers and leaders hold the key to creating productive workforces that deliver organisational and economic success. Our qualifications and membership services combine to drive up the standards of leadership and management and improve individual and team performance.

In 2009, 90,000 people enhanced their leadership and management skills with an ILM qualification, while over 30,000 ambitious management professionals secured increased professional recognition and support through ILM membership.

About Catalyst Learning & Development

Learning Excellence, Positive Engagement...and a Measurable Return on Investment!



Catalyst has Direct Claim Status at Levels 2 & 3

Established in 1988, Catalyst has a reputation for delivering effective and measurable learning, development and coaching services with specialist training and coaching teams.

Catalyst's Leadership programmes offer national qualifications utilising web-based assessments, work based assignments offering a real return to the stakeholder, reflective review and coaching to embed behaviour and develop confidence and well-being to the learner.

Recognising the need for a measurable return on investment Catalyst believes passionately in the power of learning and development to create tangible results for both the organisation and the individual learner.

Our 'Action Based, People Centred' approach to leadership and management is clearly evidenced by our alignment with the Institute of Leadership and Management for which we hold direct claim status at levels 2 and 3.

We believe coaching and mentoring is fundamental to embed real behavioural change into the workplace enabling the permanent application of new skills and knowledge.

Our unique Action Plan Support Programme™ and Action Learning Sets are included in a range of flexible coaching and development services.

Our Shared Success...

The key to our shared success is unquestionably our people - their wealth of experience, passion, flexible approach and sheer enthusiasm to consistently meet and exceed the demands made of them!