

ILM Level 4 Award in Leadership and Management

Course Venue and Parking

Maggie O'Neill's Business and Training Centre
433 Liverpool Rd, Huyton, Liverpool L36 8HT.

Free parking on site.

Course Fees

£595 per learner

Includes:

- ILM registration and certification
- 2x Full Day classroom sessions
- 2x 1 hour group assignment tutorials
- 1x Mental toughness assessment
- 2x assignment guide booklets and videos (1 per unit of study)
- 1x referencing guide and video
- Refreshments and lunch (tea, coffee + cold buffet style food)

Course Timetable & Content

Unit of Study: Delegating authority in the workplace	Dates 13 th July 2023 (9.30 – 16.00)	
<p>Understand the benefits of delegation:</p> <ul style="list-style-type: none"> ▪ Advantages and disadvantages of delegation ▪ Principles of effective delegation ▪ Delegating to empower others ▪ Levels of delegation ▪ Requirements of delegation and requirements of empowerment ▪ Constraints and benefits of empowerment ▪ The importance of making effective and efficient use of people's knowledge and skills, and how to achieve this ▪ Definitions of authority and power, responsibility and accountability 	<p>Be able to delegate effectively in the workplace:</p> <ul style="list-style-type: none"> ▪ Techniques for deciding the most appropriate individual to undertake the activity ▪ Process of delegation including barriers and support mechanisms 	<p>Be able to improve own ability to delegate and empower others:</p> <ul style="list-style-type: none"> ▪ Techniques to monitor outcomes of delegation ▪ Feedback, recognition and reward techniques ▪ Review of own effectiveness in delegating tasks ▪ Identifying actions that could improve ability to delegate

Unit of Study: Developing individual mental toughness		Dates 7 th September 2023 (9.30am – 16.00pm)
Be able to assess own mental toughness: <ul style="list-style-type: none"> ▪ Explain the importance and implications of mental toughness ▪ Evaluate a model that measures mental toughness ▪ Measure own mental toughness using a relevant model 	Understand how mental toughness can be developed: <ul style="list-style-type: none"> ▪ Using the results of own mental toughness assessment, examine the implications for self and organisation ▪ Evaluate tools for developing mental toughness 	Be able to plan to improve own mental toughness: <ul style="list-style-type: none"> ▪ Produce an action plan to develop own mental toughness ▪ Explain the benefits of implementing the action plan ▪ Explain how you will monitor and evaluate the action plan

If you are interested in attending this course please contact me on:

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Please note that full payment will need to be made in order to secure your place.

Payment can be made through Paypal, credit card or bank transfer.

If your organisation is paying for you, then an invoice can be raised accordingly.