

# Professional Futures

Innovative Training for Future Success

## **ILM Level 3 Award in Leadership and Management (Option 3)**

The ILM Level 3 (A Level) in Leadership and Management is an accredited qualification (City and Guilds of London Institute) which is recognised and valued on a worldwide basis. This course is specifically aimed at middle managers who have people management responsibility or aspiring supervisors with little or no experience. The programme has been devised by a practising manager and leader to cover all the main people management issues that we face when we lead.

**Getting the right mix of inspirational leadership and effective management skills and practices can have a significant impact on your own performance and your organisational performance.**

It is for this reason that the programme has been designed to include units that will enhance your abilities as a Leader and Manager and to give you the confidence to adopt new practices. The course is flexible to allow you to study wherever you like, at a time to suit you as long as you have internet connection!

Your available topics/units are:

**Understand Performance Management** – you will gain an understanding of the value of assessing performance to meet organisational and individual needs, how to manage performance of individuals in the team and the value of feedback in the workplace

**Planning and allocating work** – you will be able to develop knowledge and understanding of how to plan and allocate work as required by a practising or potential first line manager. This includes understanding how to set SMART objectives and knowing how to involve team members in identifying ways to improve performance to meet objectives.

**Understanding conflict management** - you will develop your knowledge and understanding of managing conflict and supporting individuals as required by a practising or potential first line manager.

When you enrol on this course, you will receive:

- 3 x ILM accredited units/topics of study
- A series of videos and lessons for your selected units of study.
- 3 x E workbook for each unit, to work through in conjunction with the videos and lessons
- ILM student registration and assessment
- ILM Award qualification certificate
- 3 x Assignment guides and video tutorials
- 1 x Harvard Referencing guide and video tutorial

**Course Fee: £531**

This excellent value package saves you £195.93!

**Please Note:** You will be sent your first e-workbook once you have successfully registered and made payment for this course. All following workbooks will be sent as and when you have completed and submitted each preceding assignment.