

## **ILM Level 4 Award in Leadership and Management**

The ILM Level 4 (1<sup>st</sup> year degree 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 and 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 and available for you to study wherever you like, at a time to suit you as long as you have internet connection!

Your available topics/units are:

**Understanding the management role to improve performance** - You will be able to demonstrate your understanding of the middle management role and be able to plan your own development. You will cover goals and objectives, specific roles and responsibilities of the middle manager, interpersonal and communication skills plus their barriers along with much more.

**Managing Meetings** - You will develop your understanding and ability to manage meetings as required by a practising or potential middle manager. You will learn about the different types and purpose of meetings, how to ensure that meetings are as effective as possible to ensure that objectives are achieved. You will also learn about how to control meetings and develop your assertiveness and negotiation skills plus more.

When you enrol on this course, you will receive:

- 2 x ILM accredited units/topics of study
- A series of videos and lessons for your selected units of study.
- 2 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
- 2 x Assignment guides and video tutorials
- 1 x Harvard Referencing guide and video tutorial

## **Pricing options**

We offer a buy in full option or you can spread the cost of your course.

- The regular fee is £425
- Over 3 months @ £150 per month – total to pay = £450

**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.