

Professional Futures

Innovative Training for Future Success

ILM Level 4 Diploma in Leadership and Management

The ILM Level 4 (1st 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:

Managing and implementing change - you will learn how to effectively manage and implement change in the workplace and understand the issues faced by staff when change is introduced.

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.

Delegating authority - you will develop your ability to delegate work effectively and empower others. This includes looking at the advantages of effective delegation alongside using an appropriate method/process for delegation.

Management communication - you will develop your understanding and ability to communicate effectively, as required by a practising or potential middle manager. This includes learning about communication model, theories and the cycle of communication. Alongside understanding why tone, language and formality.

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 how to set SMART targets, planning techniques and being able to identify causes of variances.

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.

How to motivate to improve performance – you will gain an understanding of the factors that influence motivation levels in the workplace and how a theory of motivation can be used to improve performance levels.

Assessing your own leadership capability to improve performance – you will assess and analyse the leadership practices and techniques adopted by your management and yourself. This will link closely to leadership and management theory, and will include recommendations for improvement in order to motivate and communicate effectively with your teams.

Managing recruitment – you will explain the role and relevance of human resource planning in your own organisation. You will also assess the impact of legal requirements on human resource planning in the organisation. You will then assess the impact of organisational policies and procedures on human resource planning in the organisation and you will implement the recruitment process in own area of responsibility, ensuring all procedures are followed and necessary records are kept in line with legal and organisational requirements.

When you enrol on this course, you will receive:

- 10 x ILM accredited units/topics of study
- A series of videos and lessons for your selected units of study.
- 10 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
- 10 x Assignment guides and video tutorials
- 1 x Harvard Referencing guide and video tutorial

Course Fee: £3044

This excellent value package saves you £261.79!

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