

Professional Futures

Innovative Training for Future Success

ILM Level 5 Certificate in Leadership and Management

The ILM Level 5 (2nd 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 senior managers who have substantial people management and budgetary responsibility. This programme has been devised by a practising senior leader/manager to cover some of the main strategic people management and organisational 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 further enhance your abilities as a Leader and Manager, and to give you the confidence to adopt and implement proven management/leadership practices and techniques. 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!

We will cover such topics as:

Assessing leadership capability – 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

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:

- 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: £1208

This excellent value package saves you £131.93!

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