

FLEXIBLE WORKFORCE DEVELOPMENT FUND – COURSE OUTLINE

Programme Title

ILM Level 3 Award in Leadership & Management (SCQF Level 6)

Overview

This qualification is ideal for individuals who have management responsibilities but no formal training, and are serious about developing their abilities. They particularly support practising team leaders seeking to move up to the next level of management, and managers who need to lead people through organisational change, budget cuts or other pressures.

The Award (minimum of 4 credits required) provides a good foundation to develop leadership and management skills with the Certificate (minimum of 13 credits required) providing further opportunity to enhance this development over a wider range of subject areas.

Programme Objectives

Upon successful completion of the course learners will have an understanding of:

- How to recognise, investigate and analyse problems using problem solving and creative thinking techniques
- Gathering and interpreting information to solve a problem
- How to evaluate options and use effective decision making techniques
- The use of planning, monitoring and review techniques to implement and communicate decisions
- Leadership styles and effect on individual and group behaviour
- Leadership qualities with review of own leadership qualities and potential
- How to develop and maintain effective working relationships
- How to build an effective team through knowledge of team formation and individual roles

Learners will complete the following units:

- Solving Problems and Making Decisions (2 credits)
- Understanding Leadership (2 credits)
- Understand How to Establish an Effective Team (1 credit)

In order to fully complete the qualification we would estimate that learners will require approximately 6-8 hours out with class times to support completion of assessments.

(NB these objectives will be used to measure learner's existing knowledge in this area prior to commencement of training and upon completion of training as evidence of distance travelled)

Awarding Body

Institute of Leadership & Management (ILM)

SCQF Level

6

Benefits to Employers

- Effective and confident first-line managers
- Better relationships and communications in teams
- Proven skills – to get these qualifications, managers will need to demonstrate that they can transfer their new skills to your organisation
- Managers with the tools to develop their own skills and abilities
- The development of your workforce can result in benefits to your business including:
 - Increased productivity and efficiency to support business growth
 - An engaged and motivated workforce
 - Excellent service to your customers
 - Reduced absenteeism and employee turnover

Benefits to Employees

- Gain a range of key management skills and put them into practice in your own role
- Build your leadership capabilities – motivate and engage teams, manage relationships confidently
- Develop your leadership and management skills using your own knowledge, values and motivations.

Duration

Delivery: 11 half days (weekly sessions)