

# Level 3 Leadership and Management Award

 Duration: minimum 40 hours structured learning, plus self-study, project work and assignments

✓ A minimum of 4 credits and a maximum of 12 credits

A minimum of 2 units, with all units taken from group 1

At least two hours tutorial support

## Who is this qualification for?

This qualification is ideal if you have management responsibilities but no formal training and are serious about developing your abilities. It's particularly suited to 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.

## Results for the employee

- Gain a range of key management skills
- Put new skills into practice in your own role
- Build your leadership capabilities
- Motivate and engage teams, manage relationships confidently
- Develop your leadership skills using your own knowledge, values and motivations

## Impact for the business

- Effective and confident first-line managers
- Better relationships and communication across teams
- Measurable results: workplace-based assessment ensures new skills are effectively transferred to your business
- A broad range of optional units – qualification can be tailored to your organisation's learning and development needs.

## What will the programme cover?

For the Award level qualification the subject areas delivered fall into seven unit areas:

- Core management skills – such as understanding how to organise and delegate
- Ability to perform management tasks –manage projects, lead meetings
- Team leadership – for example, how to motivate people to improve performance
- Change and innovation – plan and manage change, create a culture of innovation
- A full range of communications skills
- Managing people and relationships – negotiation, networking, building relationships
- Leadership – understand leadership, use action learning to develop your leadership capabilities.

Further information regarding example unit content is provided on the following page. It is important to note that all sessions can be tailored to incorporate core business values, internal policies and procedures and any other key business themes / language.

## What makes us different?

Futureproof Training is built around a truly dedicated group of learning & development professionals whose primary objective is to get the best out of your people. The team possess a wealth of business knowledge and experience which shines through during project delivery.

For 'getting training' to achieve the greatest impact, we offer a delegate experience that uses facilitation, group discussion, coaching, consultation and skills practice to guarantee a people centred learning environment.

## Suggested programme delivery structure

The information below provides a suggested delivery framework. With over 50 different ilm units to select from there is an opportunity to provide a bespoke programme to match individual delegate needs. All programmes can be tailored to incorporate your business values, policies and procedures.

### Understanding leadership

- Defining effective leadership
- The difference between managing v's leading a team
- Different leadership models
- Leading by example

Group work & assignment feedback (1 day)

#### SUBMISSION OF ASSESSED WORK

### Understanding communication in the workplace

- What forms of communication do you use at work?
- Self-awareness ~ identifying strengths/weaknesses
- Effective communication skills
- Influencing skills
- Assertive v's aggressive behaviour

Group work & assignment feedback (1 day)

#### SUBMISSION OF ASSESSED WORK

### Teams & team performance

- Managing performance
- Managing teams
- Measuring & evaluating performance / KPI's
- Giving feedback on good / poor performance
- Handling difficult conversations

Group work & assignment feedback (1 day)

#### SUBMISSION OF ASSESSED WORK

All delegates will be expected to record key learning outcomes throughout the programme. In order to gain successful ilm accreditation, all portfolios must be internally checked and verified prior to being submitted for ilm approval.

This is an excellent opportunity to evaluate the overall success of the programme and the 'Return on Investment' achieved. Delegates will be asked to present to key stakeholders / project sponsors and talk through the new skills, knowledge and behaviours that they have applied as a result of attending the programme.

## Module one

(1 day)

## Module two

(1 day)

## Module three

(1 day)

## Assessment of delegate portfolios

(1 day)

## Delegate presentations

(1 day)

**Work-based tasks**  
It is essential to measure and evaluate the impact of the development programme and to ensure that the new skills, knowledge and behaviours are being applied back in the workplace. At the end of each module, delegates will be set a work-related task that is linked to the topics covered.

**Line manager development discussions**  
Regular development discussions with your line manager is an excellent way of supporting the transfer of learning in to the workplace and offering additional guidance where necessary.

**Portfolio of evidence**  
During the programme delegates will be asked to log the application of new skills and knowledge learnt. This will include a mix of different activities both during the training modules and back in the workplace.