



The Key
 To Your
 Success !!

DIPLOMA IN LEADERSHIP &
 MANAGEMENT
 LEVEL 5

120 Credits

This course is recognized by The National Commission for Further and Higher Education (NCFHE) as Level 5 of the Malta Qualification Framework and the European Qualifications Framework for Lifelong Learning.

Course Objectives:

This Diploma is targeted for those who need to improve their curriculum incorporating the development business strategy and using information systems as resource to enhance competitive advantage for innovative organizations. This qualification also provides participants with the analytical and conceptual skills necessary to become an effective manager in organizations today.

Knowledge

Will be able to demonstrate the ability to understand the needs of the whole organization and beyond. This qualification will also help individuals to develop and be able to lead, motivate and inspire. Provide strategic leadership as well as day to day management.

Competence

Will be equipped with management capabilities that are valued by a wide range of organizations and businesses. Able to tackle complex problems while understanding how to manage and guide the company from project lifecycle to effective implementation.

Skills

Essential management skills and will also have necessary skills for managing and contributing to successful projects.

The course consists of 9 topics combination of lessons, discussions and presentations.

- *Understanding the management role*

The purpose of this unit is to develop understanding and be able to see objectives of an organisation.

- *Making a financial case*

The purpose of this unit is to develop understanding and ability to be able to make a financial case as required by a practicing or potential middle manager.

- *Developing the manager as a critical thinker*

The purpose of this unit is to be able to critically assess own beliefs, attitudes and value system. Be able to critically assess the validity of management theories in relation to own beliefs, attitudes and values.

- *Leading innovation and change*

The purpose of this unit is understand the need for innovation and change management within an organisation. Be able to propose innovative solutions to improve origination performance.

- *Managing stress and conflict in the organisation*

The purpose of this unit is to develop understanding and ability to be able to manage stress and conflict in own organisation, as required by a practicing or potential middle manager.

- *Managing projects in the organisation*

The purpose of this unit is to develop understanding and ability to be able to manage projects as required by a practicing or potential middle manager.

- *Managing information*

The purpose of this unit is to develop understanding and ability to be able to manage information within own organisation, as required by a practicing or potential middle manager.

- *Managing meetings*

The purpose of this unit is to develop understanding and ability to manage meetings as required by a practicing or potential middle manager.

- *Making professional presentation*

The purpose of this unit is to develop knowledge and understanding of making professional presentations as required by a practicing or potential middle manager.

*After successfully passing all assignments student will have achieved **120 credits** in total. This qualification is recognized by the Malta Qualification Council as MQF Level 5.*

Entry Requirements

Applicant has to have at least 1 year experience in a Supervising position or Leading a Team, participants will normally be either practising or aspiring middle managers with the opportunity to meet the assessment demands and have a background that will enable them to benefit from the programme.

Study Time

If you spent around 3 hours a week of studying, you should be able to complete the course in 30 months for the Diploma. If you can spend more time studying than that, you could fast-track and complete the course faster.

Method of Learning and Prices

Price for Lesson Schedule 2,300 euro Starting date March 2017 (one lesson every fortnight duration 2 hours) Time: 09:00 – 13:00 (Saturdays)

Price for Full Distance Learning: 1,700 euro Starting date within 2 weeks of received application

Both Methods of Learning require participants to complete an assignment for each unit listed above.

Deposit 200 euro

4 Monthly Installments



Tel:

21443140 / 21447575
or 99443140

E-mail: info@learnkey.com.mt

Website:

www.learnkey.com.mt

Facebook:

Learnkey Training Institute

Learnkey Training Institute

83, Mannarino Road,
Birkirkara BKR 9084

Malta