

Recognised by
the Malta
Qualification
Council Level 4



LEARN KEY INSTITUTE
DEVELOPING SKILLS - IMPROVING KNOWLEDGE



ILM Leadership and Management Diploma Level 3

The Certificate in Leadership and Management aims to: Give practicing and potential supervisors and first line managers the foundation for their formal development, assist participants to gain the knowledge required by a first line manager and to develop the skills required for the role, gives participants the opportunity to develop a range of management skills to enable them to effectively manage their team. This programme is highly practical, yet offers comprehensive understanding of the responsibilities of the first line manager. Employers have identified many benefits arising as a result of their managers undertaking the ILM management qualifications and these include: Better performance and productivity, increased motivation, reductions in absenteeism and accidents, enhanced organizational.

Overview of Units

M3.10- Understanding Leadership

The aim of this unit is to develop and introductory knowledge and understanding of leadership as required by a practicing or potential middle manager.

M3.36- Leading and Motivating A Team Effectively

The aim of this unit is to enable candidates to understand the need for teams to have a sense of vision and purpose that reflects an organisation's, and the role that effective communication, motivation and individual and team development play in enabling this to happen.

M3.37- Develop Own Leadership Capability Using Action Learning

The aim of this unit is to enable candidates to participate actively in an action learning set to help them develop their leadership capability.

M3.02- Understanding Introduction and Change In An Organisation

The aim of this unit is to develop knowledge and understanding of Understanding Change as required by a practicing or potential first middle manager.

M3.13- Developing Yourself and Others

To develop knowledge and understanding of developing self and others. Identify development needs and develop self and others to achieve organisational objectives.

M3.15- Understanding Stress Management In The Workplace

To demonstrate your knowledge of stress in the workplace and how to manage stress and support others to minimize stress.

M3.18- Understanding Training and Coaching In The Workplace

To develop knowledge and understanding of coaching and training in the workplace.

M3.19- Understanding Quality Management In The Workplace

To develop knowledge and understanding of quality management in the workplace.

M3.24- Understand The Organisation and its Context

To develop knowledge and understanding of organisation in their context.

M3.03- Planning Change In The Workplace

The aim of this unit is to develop knowledge and understanding of planning change as required by a practicing or potential middle manager.

M3.11- Understanding How To Establish An Effective Team

The develop and introductory knowledge understanding of a team building on required by a practicing or potential first line manager.

M3.12- Understanding How To Motivate To Improve Performance

The aim of this unit is to develop knowledge and understanding of motivation the team to perform as required by a practicing or potential middle manager.

M3.26- Understanding Performance Management

To understand the value of performance management techniques and how to apply them in a fair and objective manner.

M3.30/ M3.32- Understanding The Communication Process in The Workplace

The aim of this unit is to develop knowledge and understanding of the communication process as required by a practicing or potential middle manager.

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M3.31- Understanding Negotiation and Networking In The Workplace

The aim of this unit is to develop knowledge and understanding of influencing others as required by a practicing or potential middle manager.

M3.33- Understand How To Lead Effective Meetings

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

Programme Certification and Progression

The overall philosophy of ILM programmes is one of personal and professional development for the individual candidate, bringing greater motivation, company loyalty and effectiveness to the workplace and leading to greater business results.

Each unit has a credit value, ranging from 1 to 10 credits. A minimum of 37 credits are required for qualification.

In demonstrating the necessary knowledge, understanding, competence and achievement of credit requirement, learners will be awarded an ILM Level 3 Diploma in Leadership & Management. Upon completion of this qualification, learners can choose to join ILM and have post-nominal letters to enhance their CV, as well as availing of many other member benefits.

The Level 3 Leadership and Management Certificate is designed for those who have responsibility for a number of teams or who have a wider span of management responsibility which might include responsibility for staff recruitment, budgets, performance management or disciplinary issues.

Entry Requirements

There are no formal entry requirements but participants will normally be either practicing 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.

Lesson Schedule

Module	Date Saturday 9.30am-4.00pm
Day1 Induction	19 th January 2013
Day2 Introduction to leadership and effective team leading (M3.10, M3.36)	16 th February 2013
Day 3 Developing personal leadership capability (M3.37)	16 th March 2013
Day 4 Leading and managing change (M3.02, M3.03)	20 th April 2013
Day 5 Tutorials	18 th May 2013
Day 6 Effective team building and motivation (M3.11, M3.12, M3.13, M3.15)	15 th June 2013
Day 7 Leading and managing quality (M3.18, M3.19, M3.24, M3.26)	13 th July 2013
Day 8 Leading and managing communication (M3.30/ M3.32, M3.31, M3.33)	17 th July 2013

Method of Learning and Prices

Price for the above Lesson Schedule	1,400 euro	Starting date as per above schedule
Full Distance Learning	1,000 euro	Starting date within 2 weeks of received application

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

**Learnkey 83, Mannarino Road, B’Kara BKR 9083 Tel: 21443140/99443140
Fax: 21447575 Email: info@learnkey.com.mt Website: www.learnkey.com.mt**