

# Leadership and Management Development Programme

## - 8 modules (LMDP8)

### optional ILM Level 5 in Leadership and Management qualification

This is our most popular course, a Leadership Programme that looks in-depth at the role of a leader and manager starting with strategy and ending with managing performance. Helping people to understand and develop their own unique leadership skills linked to their organisation's strategy and values. This course supports you with the tools and techniques required to have more impact in your organisation and is based on best practice. The content of the workshops equips you with the skills and knowledge to know what effective management and leadership looks like and builds your confidence to use these skills back at work.

The workshops include a practical toolkit and lots of tips and hints, turning theory into action by completing action plans. If you decide to complete the ILM Level 5 qualification, we will support you in this process. If you wish to develop a leadership culture, specific to your own organisation, talk to us about how we can help and our in-house courses.

### How your development is supported

<b>Workshop 1</b>	Vision and Values	Full day - 7 hour Zoom workshop
<b>Workshop 2</b>	Strategy & Planning	Full day - 7 hour Zoom workshop
<b>Workshop 3</b>	Communication	Full day - 7 hour Zoom workshop
<b>Workshop 4</b>	Managing People	Full day - 7 hour Zoom workshop
<b>Workshop 5</b>	Managing Teams	Full day - 7 hour Zoom workshop
<b>Workshop 6</b>	Leadership	Full day - 7 hour Zoom workshop
<b>Workshop 7</b>	Performance Management	Full day - 7 hour Zoom workshop
<b>Workshop 8</b>	Managing Change	Full day - 7 hour Zoom workshop
Continued support with ILM Level 5 Certificate qualification and completing the 3 assignments		

*The workshops are group sessions carried out on set days, approximately 4 weeks apart.*

### Cost

- 8 workshops course  
**£1190 + VAT per person** charity rate £895 + VAT
- 8 workshops plus ILM Level 5 Certificate qualification  
**£1689 + VAT per person** charity rate £1294 + VAT

# Leadership & Management Development Programme (LMDP8)

## Module content

### Module 1 Vision & Values

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- What is a vision and mission statement
- Why have a vision/mission
- Creating buy-in to the vision and values
- Leadership, vision and values
- Using values as a leader and manager

### Module 3 Communication

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- Why is effective organisational communication important?
- One-to-one and group communication
- The communication cycle
- Listening and questioning
- Improving your personal communication
- Using NLP, Neuro linguistic programming
- Influencing and understanding others

### Module 5 Managing Teams

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- Team structures
- What is a high performance team?
- Identifying different types of teams
- Team building and getting the best from teams
- Understanding team dynamics
- Effective team meetings
- Measuring team performance
- Handling team conflict

### Module 7 Performance Management

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- What is performance management?
- Objective setting
- Evaluating and monitoring
- Effective appraisals and PDPs
- Managing absence
- Having difficult conversations
- Developing competencies
- Bullying and harassment
- Capability and disciplinary and grievance procedures

### Module 2 Strategy & Planning

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- What is strategic planning
- Why and when to plan
- The planning process
- How to prepare a plan
- Who to involve in planning
- Measuring performance and making plans work
- Planning your meetings

### Module 4 Managing People

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- Creating the right environment
- Motivating individuals and teams
- Coaching and mentoring
- When and how to delegate
- Giving and receiving feedback
- True colours
- Conflict styles
- Managing conflict

### Module 6 Leadership

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- Leading against managing
- How leadership has evolved
- Leadership examples/competencies
- Emotional Intelligence
- Self-awareness and reflection
- Styles of leadership
- Developing your own style
- Leading as a role model

### Module 8 Managing Change

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- What is change
- Change in a 3rd sector context
- Employees exposure to change
- People's response to change
- Change models – examples from organisations
- Dealing with change – the change masters
- Planning for change – innovation
- Managing change – empowerment

# ILM Level 5 in Leadership and Management

## Assignment Learning Outcomes

To achieve the ILM Level 5 Certificate qualification, you will need to complete 3 practical work-based assignments

### Assignment 1 **Understanding the management role to improve management performance**

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1. Understand the specific responsibilities of middle managers in enabling an organisation to achieve its goals
2. Understand how communication and interpersonal relationships affect managerial performance in the workplace
3. Be able to assess personal development opportunities to improve own managerial performance

### Assignment 2 **Becoming an effective leader**

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1. Evaluate own ability to fulfil key responsibilities of the leadership role
2. Be able to evaluate own ability to lead others

### Assignment 3 **Developing and leading teams to achieve organisational goals and objectives**

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1. Understand the importance of leading teams to achieve organisational goals and objectives
2. Be able to develop and lead teams

## ILM Level 5 Certificate qualification

The qualification includes:

- ILM registration
- ILM certification
- study membership with The Institute of Leadership & Management
- assignment support and marking of three assignments

There is flexibility in choice of assignments with other assignment options available.

You will have ongoing support to complete your assignments and achieve the qualification.