

ILM Certificate in Effective Management

This programme is designed to equip you with the practical skills and techniques to help improve performance and management of your team more effectively and increase efficiency within your business. The ILM Certificate in Effective Management is a flexible qualification with optional units in areas including-

- *General management skills*
- *Project management and budgeting*
- *Managing conflict*
- *Problem solving*
- *Establishing an effective team*
- *Planning and reviewing the implementation of decisions.*

Who is this Award suitable for?

This course is suitable for:

- Experienced managers who want to develop additional skills & knowledge
- Newly appointed managers
- Practicing first-line managers
- Experienced managers who would like to refresh their skills and knowledge.

Benefits for the Learner

- Develop innovative thinking
- Build up a portfolio of key management skills and techniques
- Use your new skills to improve your own teams performance
- Manage relationships, workload and business unit with confidence
- Deliver outcome focused solutions and techniques by applying problem solving and decision making processes.

Benefits for the Employers

- Motivated and confident management staff
- More effective and efficient management of teams and business unit
- Close the skills gap through customised management programme to fit your organisation's development needs
- Measureable results – workplace-based assessment to ensure effective transfer of learning to business environment.

Duration/Delivery/Assessment

Delivery of the course will include:

- Blended learning
- Online support videos
- E-learning portfolio
- Mentoring & Tutorial support
- Access to ILM learning & development portal
- Flexible timeframe for completion of the course, but we recommend no more than 6 months to complete
- Learner plans that involve self-learning, role play, team-work, case studies & assignments
- Assessment is via a work based project and are spread throughout the programme.

The duration and cost of the course will depend on the optional units selected.



Indicative Course Content

Mandatory Unit

“**Solving Problems and Making Decisions**” equip learners with the skills to identify and analyse problems, gather information and evaluate options to get the best solution.

Solving Problems & Making Decisions

Group 2

Understanding Innovation & Change in the Workplace

Leading & Motivating a Team Effectively

Group 3

Planning & Allocating Work

Writing for Business

Understanding Customer Service Standards & Requirements

Understanding How to Motivate to Improve Performance

Developing Yourself & Others

Understanding Conflict in the Workplace

Understanding Recruitment & Selection of New Staff in the Workplace

Understanding the Induction of New Staff in the Workplace

Understanding Quality Management in the Workplace

Understanding Health and Safety in the Workplace

Understanding Costs & Budgets in an Organisation

Understanding How to Lead Effective Meetings

*Additional units which include developing leadership skills, performance management, how to motivate a team, or understanding innovation and change in your business can be substituted for any of the above modules depending on the programmes requirements. [Click here to see full list of units available.](#)

LEVEL **5**



About Career & Life Planning

Career & Life Planning is a professional training & coaching company founded and managed by Joe Delaney. Joe is a qualified coach and former Recruitment Director with BDO. The company provides many management, leadership and personal development programs for different groups and individuals within the labour force.

We have developed a bespoke Coaching Methodology called the *"5 Steps to Success"* (supported by Enterprise Ireland) which is now established as a fresh new approach to faster and improved employee engagement while also ensuring individuals get work-life better..then balanced.

Career & Life Planning is an Approved Centre for the Institute of Leadership & Management; Channel Partner with Franklin Covey for Management & Leadership Development Programs and licensed facilitator for *"The 7 Habits of Highly Effective Teenagers"*.

We select only *"best in class"* trainers and coaches to work with us on selected assignments and use a bespoke Learning Management System to create real return on investment for all our training.

About ILM

The Institute of Leadership & Management (ILM) is the UK's largest management body, combining industry-leading qualifications and specialist member services. It is the award body for Leadership & Management qualifications and the professional membership body for leaders and managers in the UK.

Their qualifications are practically based and designed to enhance the individuals knowledge and skills to succeed in their role.

ILM forms part of the City & Guilds Group, and their primary purpose is to improve the standards of leadership and management in order to drive social and economic prosperity. They work with organisations of all shapes and sizes to define, develop and embed the leadership and management capability they need to succeed.

Contact Career & Life Planning

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Guide to Awards

In the UK, this internationally recognised course is accredited to the UK Qualifications and Credit Framework (QCF) as a Level 3 Award.

In Ireland, this award is recognised on the National Framework of Qualifications (NFQ), as a

Level 5 Award.

