

## ILM Award in Leadership & Management Skills

### Who is this Award suitable for?

The Level 6 Award in Leadership & Management Skills is aimed at new and prospective middle managers. The learner can strengthen their existing experiences, and enhance and develop their leadership skills in preparation for greater management responsibilities.

#### This course is suitable for:

- People who want to develop “best in class” leadership & management training
- Newly appointed managers
- Persons in their first managerial role
- Practising first-line managers/supervisors
- Any one taking on responsibility for a new team/staff
- Anyone taking on responsibility for a new project.

### Benefits for the Learner

- Get a better understanding of your role and responsibilities
- Focus on your interpersonal skills & build better relationships
- Improve your communication with your team on organisational goals and strategies
- Lead & motivate your team to achieve those goals
- Attain core skills and knowledge to improve your performance as a manager.

### Benefits for the Employers

- Better understanding of their managerial role & function within the organisation
- Better alignment with wider organisational strategy
- Managerial staff with key skills & knowledge to help drive your business forward
- Manager who can lead and manage their team with confidence.

**Mandatory Units** - This qualification consists of two Mandatory Units.

**1**

The first unit, **“Understanding the management role to Improve Management Performance”** addresses the learners role in helping their organisation achieve its objectives. The unit focuses on interpersonal and communication skills, and how to improve their performance as a manager to get better results.

**2**

The second unit, **“Assessing your own Leadership Capabilities & Performance”** allows individuals understand and apply different leadership styles, align your teams work with your organisations strategic goals and lead people in achieving your organisational objectives.

# LEVEL 6

## Indicative Course Content

- Learning a range of leadership theories and different leadership styles
- Reviewing and critiquing the main theories of motivation
- Understanding the leader's role in coaching and mentoring team members
- Reviewing levels of management and associated roles and responsibilities within the organisation
- Management of tasks, including planning, organising, motivating and controlling
- Differences between management and leadership
- The importance of organisational goals and objectives
- Review a range of human behaviours, including how cultural and individual differences impact work performance
- Formal and informal personal development methods, internal and external training and development
- Evaluating staff performance and developing effective personal development plans.



## The key responsibilities of the leadership role:

- Organisational values and acceptable standards of behaviour in the organisation
- Theories and principles of delegating responsibility and empowering others
- The critical importance of the leader gaining the motivation and commitment of others
- Motivational factors that are available to the leader
- Leadership to support the achievement of the organisation's goals by encouraging common and acceptable norms of organisational behaviour
- The concept of emotional intelligence as developed by different theorists and how it applies to the leadership role
- Using and interpreting different techniques to identify their own characteristics, strengths and limitations
- The importance of continuous self-development
- Effective techniques for communicating, persuading and negotiating both directly and indirectly with teams and individuals.

LEVEL **6**



## 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 5 Award.

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

**Level 6 Award.**

