

# Leadership and Management - 6 module

## optional ILM Level 5 in Leadership and Management qualification

A Leadership Programme which stretches and helps you recognise, understand and develop your own unique leadership skills. 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. With the support of a coach to help develop a deeper understanding and personal application of the areas covered. If you decide to complete the ILM Level 5 qualification, the coach will also 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>	Leadership	Half day - 3.5 hour Zoom workshop
<b>Workshop 2</b>	Communication	Half day - 3.5 hour Zoom workshop
<b>Workshop 3</b>	Managing People	Half day - 3.5 hour Zoom workshop
<b>Workshop 4</b>	Managing Teams	Half day - 3.5 hour Zoom workshop
<b>Workshop 5</b>	Managing Performance	Half day - 3.5 hour Zoom workshop
<b>Workshop 6</b>	Managing Change	Half day - 3.5 hour Zoom workshop
<b>Coaching session</b> after every 2 workshops		One to one - 40 minute Zoom meeting
Continued support with ILM Level 5 Certificate qualification and completing the 3 assignments		

The half day workshops are group sessions carried out on set days, 4 weeks apart.

## Cost

6 workshops, 3 coaching sessions and ILM Level 5 Certificate qualification - £1110 + VAT

6 workshops, 3 coaching sessions and all materials - £620 + VAT

# Leadership and Management - 6 module

## Module content

### Module 1 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 3 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 5 Managing Performance

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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 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 4 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 6 Managing Change

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- What is change
- Change in a 3<sup>rd</sup> 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

# Leadership and Management - 10 module

## optional ILM Level 5 in Leadership and Management qualification

This is our most popular course, a Leadership Programme which looks in-depth at the role of a leader and manager starting with strategy and ending with marketing. 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. With the support of a coach to help develop a deeper understanding and personal application of the areas covered. If you decide to complete the ILM Level 5 qualification, the coach will also 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	Half day - 3.5 hour Zoom workshop
<b>Workshop 2</b>	Strategy & Planning	Half day - 3.5 hour Zoom workshop
<b>Workshop 3</b>	Communication	Half day - 3.5 hour Zoom workshop
<b>Workshop 4</b>	Managing People	Half day - 3.5 hour Zoom workshop
<b>Workshop 5</b>	Managing Teams	Half day - 3.5 hour Zoom workshop
<b>Workshop 6</b>	Leadership	Half day - 3.5 hour Zoom workshop
<b>Workshop 7</b>	Performance Management	Half day - 3.5 hour Zoom workshop
<b>Workshop 8</b>	Managing Change	Half day - 3.5 hour Zoom workshop
<b>Workshop 9</b>	Stakeholders and Customers	Half day - 3.5 hour Zoom workshop
<b>Workshop 10</b>	Managing Marketing	Half day - 3.5 hour Zoom workshop
Coaching session after every two workshops		One to one - 40 minute Zoom meeting – 5 sessions
Continued support with ILM Level 5 Certificate qualification and completing the 3 assignments		

The half day workshops are group sessions carried out on set days, 4 weeks apart.

## Cost

10 workshops, 5 coaching sessions and ILM Level 5 Certificate qualification - £1480 + VAT

10 workshops, 5 coaching sessions and all materials - £990 + VAT

# 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 9 Stakeholders & Customers

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- Developing a customer culture
- Customer service best practice
- Increasing customer loyalty and long term relationships
- Building customer loyalty
- Environmental scanning
- Identifying your stakeholders
- Stakeholder analysis

## 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

## Module 10 Managing Marketing

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- Defining a market, marketing and sales
- How markets change
- Defining your market
- Understanding your market
- Communicating to the market
- Marketing analysis
- Marketing plans
- Your product cycle
- Exploring marketing tools and theories

# 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

This includes ILM registration, ILM certification, study membership with The Institute of Leadership & Management, assignment support and marking.

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.

## About Blue Edge Training

We are a training and consultancy business, established over 20 years, with a team of highly skilled consultants who have real depth of experience in the public, private and third sectors. Our consultants and trainers specialise in the areas of leadership and management development, governance, strategy and organisational change, communication, volunteer management, senior mentoring and coaching. We believe that people are an organisation's biggest asset and are passionate about developing organisations through their people. We ensure that our interventions, whether short-term consultancy or longer-term training programmes, are engaging, cost-effective and inspiring.

Working with a wide range of large and small organisations in the public, private and third sectors, we are adept at bringing the best elements from each sector to inform our learning interventions.

### Some of the organisations we work with

Shelter, Action for Children, Breast Cancer Now, Centrepont, Clear Strategy, Royal Armouries, Stanton Williams architects, The Hospital Club, Vulcan, University of Sussex, University of Birmingham Guild of Students, The Royal Foundation, The Royal Society, 38 Degrees, Imperial College Union, TKAT Primary Academy, Students' Union UCL, The Hepworth Wakefield, Paul Hamlyn Foundation, Foundling Museum and the Whitechapel Gallery.

### ILM Approved Centre

ILM is the UK's leading provider of leadership, coaching and management qualifications, recognised in the UK and internationally. We offer nationally recognised qualifications from Level 3 to Level 7 in Leadership & Management and Coaching & Mentoring.

### Blue Edge bespoke programmes

We can build a programme that meets your specific training needs and gain accreditation for delegates.

### For further information

Please contact Sarah Cargan on M: 07761 647678 or T: 01743 367370

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