



# Certificate in Principles of Leadership and Management Level 3

Duration: 7 Days  
Accreditation: ILM

## Accreditation

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This series of 7 workshops is accredited by the Institute of Leadership and Management (ILM).

To gain accreditation delegates will be required to complete a series of work based assignments.

## Introduction/Summary

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The ILM Level 3 Certificate in Principles of Leadership and Management gives an introduction to the basic skills, knowledge and understanding required by today's first line manager. It is designed and developed to teach practical techniques for tackling managerial problems and making decisions from gathering and interpreting information through to the effective communication of outcomes.

The qualification aims to give learners an opportunity to develop and enhance their managerial skills and become a more rounded and effective managers. It explores the importance of teamwork for own progression, as well as how to have accountability and a commitment to deal with problems in a constructive and positive manner.

As an employer, the course will provide your staff with the tools to be more efficient and cost effective in the workplace, which in turn, will enhance quality.

This programme is delivered regularly at our dedicated training centre in Basildon or alternatively can be tailored to meet your needs and delivered at your own premises.

## Qualification Structure

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The ILM Level 3 Certificate in Principles of Leadership and Management units that are covered:

- Unit 1: Organising and Delegating in the Workplace
- Unit 2: Developing Yourself and Others
- Unit 3: Understand Leadership
- Unit 4: Leading and Motivating a Team Effectively Communication
- Unit 5: Giving Briefings and Presentations
- Unit 6: Solving Problems and Making Decisions
- Unit 7: Performance Management

## Outcomes

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By the end of the training course, learners will:

- Understand change in the workplace
- Be able to develop themselves and others
- Feel more confident in undertaking their role
- Be able to apply learning from the programme on return to the workplace

## Requirements

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There are no formal entry requirements; however learners should be in a first line management position.

## Progression

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As you progress in your career there are a number of ILM qualifications that can help you in your new role, recognise your knowledge and achievements or prepare you for your next move. On completion of this award you can progress to a number of ILM qualifications including:

- ILM Level 4 Award in Management
- ILM Level 4 NVQ in Management
- ILM Level 5 Award, Certificate or Diploma in Management