

Level 5 Leadership and Management Award

 Duration: total of 60 hours structured learning, plus self-study, project work and assignments

 A minimum of 6 credits and a maximum of 12 credits

A minimum of 2 units, with all units taken from group 1

At least three hours tutorial support

Who is this qualification for?

The Level 5 Award in Leadership and Management is designed for practising middle managers, helping them to develop their skills and experience, improve performance and prepare for senior management responsibilities.

Results for the employee

- Use core management techniques to drive better results
- Develop your ability to lead, motivate and inspire
- Provide strategic leadership as well as day-to-day management
- Benchmark your managerial skills
- Raise your profile in your organisation

Impact for the business

- Encourage strategic thinking at this level of management to foster business improvement
- Engage middle managers with training and development – this qualification is designed to provide clear, measurable benefits to career-minded professionals
- Customise the qualifications to your development needs

What will the programme cover?

This qualification is made up of a broad range of units covering skills in six core areas:

- Working with people
- Managing yourself

- Personal skills
- Providing direction
- Facilitating innovation and change, achieving results
- Managing & using resources

The flexibility in unit choice allows the qualification to be tailored to meet the needs of the individual and employer.

Further information regarding example unit content is provided on the following page. It is important to note that all sessions can be tailored to incorporate core business values, internal policies and procedures and any other key business themes / language.

What makes us different?

Futureproof Training is built around a truly dedicated group of Learning & Development professionals whose primary objective is to get the best out of your people. The team possess a wealth of business knowledge and experience which shines through during project delivery.

For 'Getting Training' to achieve the greatest impact, we offer a delegate experience that uses facilitation, group discussion, coaching, consultation and skills practice to guarantee a people centred learning environment.

Suggested programme delivery structure

The information below provides a suggested delivery framework. There are over 50 different ilm units to select from. If there are any specific topics you would want to include. All programmes can be tailored to incorporate your business values, policies and procedures.

Assessing your own leadership capability & performance

- Welcome & introduction
- The role of a leader
- Your personal leadership objectives
- Understanding self
- Skills practice
- Your personal leadership brand
- Using different leadership models
- Leading by example
- Understanding motivation

Group work & assignment feedback (1 day)

SUBMISSION OF ASSESSED WORK

Managing & implementing strategic change

- Why business change is important
- Strategy into operational objectives
- Developing a communication strategy
- Pro-actively managing different reactions to change
- Monitoring & measuring your change plans
- Review the effectiveness of your change plans
- Review personal objectives

Group work & assignment feedback (1 day)

SUBMISSION OF ASSESSED WORK

Developing & leading teams to achieve organisational goals

- Managing performance
- Developing a high performing team
- Identifying team strengths/weaknesses
- Empowering others
- Setting SMART objectives
- Identifying training needs
- Resolving difference/avoid conflict
- Handling difficult conversations
- Talent management & succession planning

Group work & assignment feedback (1 day)

SUBMISSION OF ASSESSED WORK

The manager as a coach - goals & objectives

- How effective coaching can be an impact on performance
- Identifying the skills of a good coach
- Coaching using the GROW model
- On the job coaching
- Skills practice
- Developing personal action plans
- Measuring the effectiveness of the coaching provided
- Review personal objectives

Group work & assignment feedback (1 day)

SUBMISSION OF ASSESSED WORK

All delegates will be expected to record key learning outcomes throughout the programme. In order to gain successful ilm accreditation, all portfolios must be internally checked and verified prior to being submitted for ilm approval. Delegates do not need to be present for the assessment of their portfolio however, they may be asked to provide additional information if deemed necessary.

This is an excellent opportunity to evaluate the overall success of the programme and the 'Return on Investment' achieved. Delegates will be asked to present to key stakeholders / project sponsors and talk through the new skills, knowledge and behaviours that they have applied as a result of attending the programme. The presentation can also be used to provide further information and feedback regarding their service / business improvement project they were asked to complete.

Module one

(2 days)

Module two

(1 day)

Module three

(2 days)

Module four

(1 day)

Assessment of delegate portfolios

(1 day)

Delegate presentations

(1 day)

Work-based tasks

It is essential to measure and evaluate the impact of the development programme and to ensure that the new skills, knowledge and behaviours are being applied back in the workplace. At the end of each module, delegates will be set a work-related task that is linked to the topics covered.

Line manager development discussions

Regular development discussions with your line manager is an excellent way of supporting the transfer of learning into the workplace and offering additional guidance where necessary.

Portfolio of evidence

During the programme delegates will be asked to complete assignments / assessed work that they will need to be submitted in their programme portfolio in order for them to gain ILM accreditation.