

Programme Objectives

The Award in First Line Management aims to give practising and potential first line managers the foundation for their formal management development. The aims of the programme are:

- To assist participants in gaining the basic knowledge required by a first line manager
- To develop basic management skills

Entry Requirements

Participants will normally be practising or aspiring first line managers or team leaders. There are no formal educational requirements although participants should have a background that will enable them to benefit from the programme.

Programme Outline

Duration:

Five days, excluding time for work based assignment
 About one hour's personal work between each day

Assignment:

Each participant must complete an appropriate individual assignment to a satisfactory standard, as approved by the Institute of Leadership and Management's (ILM) External Verifier.

Summary of Content

The programme provides insights into the basics of first line management, covering:

- Management of People
- Managing Information
- Managing Activities
- Managing Resources



Membership of the ILM

Upon application, successful delegates are guaranteed Affiliate membership of the ILM

Day 1

Learning Charter

- Introduction to the ILM, Programme Aims and Work based Assignment

Introduction to Leadership: Part one

- From Manager to Leader
- Leadership theories and models

The Work Based Assignment

What is required?

Day 2

Introduction to Leadership: Part two

- Leadership in action

Building the Team: Part One

- Groups and Teams
- Team theories and models

The Work Based Assignment

Choosing a topic

Day 3

Building the Team: Part Two

- Effective working relationships
- Building a balanced Team
- Practical session

The Work Based Assignment

Tutorial

Day 4

Solving Problems and Making Decisions

- Logical and creative approaches
- Data and information
- Cost benefit and value for money
- Monitoring progress

The Work Based Assignment

Finalising the details

Day 5

Problem Solving and Decision making case study

- Leading and team-working to present a solution.
- Managing Time, delegation and Leading change

The Work Based Assignment

Closing tuition session

Dates
Fees

On Application
 £995* plus VAT

'Please note the above Workshop requires Minimum attendance numbers'

*exc. ILM reg & certification of £90