

LEVEL 4 AWARD IN MANAGEMENT

ILM Level 4 Qualifications in Management are designed to give practising or aspiring middle managers a solid foundation for their formal development as a manager.

A 14 week training programme that explores the following topics:

- ✓ Organizational purpose, mission and values, stakeholders, structure & functional areas
- ✓ The role of management, leadership vs management and leadership theories
- ✓ The specific responsibilities of middle managers in enabling an organisation to achieve its goals
- ✓ Communication and interpersonal relationships and the affect on managerial performance in the workplace
- ✓ Influence & motivation
- ✓ Evaluating personal development opportunities to improve own management
- ✓ Gathering, evaluating, analyzing and reviewing complex data from diverse sources
- ✓ Undertaking and reviewing research activity and identify areas for future self development

How will the course be assessed?

Assessment will primarily consist of a work-based project which will both seek to enhance the learners understanding of their own organisation, develop and practice interpersonal, communication, planning and research skills of a manager. Candidates will lead a group discussion, on their project explaining their findings to the group. Candidates will also be expected to complete pre-course work 1 week before the start of the course, and will be supported to complete the qualification within 1 month of the course wherever possible.

How long is the course?

The course will be run one evening a week for 14 weeks (3 hours per week 6-9 pm or 7-10 pm) at Moggerhanger Park, Bedfordshire. Tutors are practiced managers with significant experience of management and leadership in the Children & Families sector. The Award is 8 credits, which roughly equates to 80 guided learning hours and therefore it is expected learners will need to spend 3 hours per week on top of the class-room time in order to complete the assessments and gain the qualification.

Benefits of attending

- ✓ Recognised national qualification for managers.
- ✓ ILM 'Learner Membership' status giving access to a range of benefits.
- ✓ Practical workshops.
- ✓ Opportunity to study for further qualifications

Progression to Level 5 Qualifications In Leadership & Management

The Award is stand alone qualification made up of two mandatory units – 'Understanding the management role' and 'Developing management skills'. The qualification has direct progression routes for a range of Level 5 qualifications in Leadership & Management, and prepares learners for the more rigorous demands of study at a higher level.

Places are limited and early application is highly recommended