



Coventry & Warwickshire
Chamber of Commerce
Training
Training | Skills | Growth

ilm

Level 3



ILM (previously known as Institute of Leadership and Management)

ILM's leadership and management qualifications are designed to help managers and aspiring managers to develop the skills, knowledge and personal abilities needed to succeed.

Well over half a million Managers have improved their performance and brought real benefits to organisations through ILM learning and development.

ILM management qualifications are for those who are practicing or aspiring junior to senior managers. From Team Leader (level 2) through to First Line Managers (level 3) and Middle/Senior Managers (level 5), there is a course at all levels that will enhance individuals skills and knowledge of management theory and practice.

Qualifications are designed to improve performance through their strong focus on the specific job role of a manager. These highly practical courses will equip individuals with the skills needed to improve their management ability and generate significant benefits to the organisation in terms of cost savings and quality improvements in the workplace.



Leadership & Management at Level 3

Who is this qualification for?

The ILM Level 3 is a first line management course which gives an introduction to the basic skills, knowledge, and understanding required by today's first line manager. This qualification is particularly suited to practising team leaders seeking to move up to the next level of management.

Key content

- Develop introductory knowledge and an understanding of team building
- Develop knowledge and an understanding of motivation theory and how it can be applied to improve performance
- Solve problems and make decisions
- Give briefings and presentations in the workplace
- To be able to plan change in an organisation

Impact for the employer

- Managers equipped with the skills they need to perform
- Staff who are competent to manage people and relationships
- Incentivised staff who aspire to develop to their full potential
- Improved communication and collaboration in teams

ILM Level 3 Award in Leadership and Management

To achieve the ILM Level 3 Award in Leadership and Management, you need a minimum total of 4 credits. Assignments and structured written questions will provide the evidence required to demonstrate a sound knowledge and understanding of the topics covered. The Level 3 consist of two modules and is delivered over 4 days and covers:

Understanding How to Motivate to Improve Performance (2 Credits)

- Basic theories of motivation and their application to teams and individuals
- Overview of the factors influencing behaviour at work
- Positive approaches to offset negative attitudes in the workplace

Solving Problems and Making Decisions (2 Credits)

- Ways to recognise, define, investigate and analyse problems
- Brainstorming, problem solving and creative thinking techniques
- Decision making techniques

ILM Level 3 Certificate in Leadership and Management

To achieve the ILM Level 3 Certificate in Leadership and Management, you need a minimum total of 13 credits. The Level 3 Certificate consists of 7 modules and is delivered over 10 days covering:

Modules

- Understanding how to establish an effective team (1 Credit)
- Understanding how to motivate to improve performance (2 Credits)
- Understanding leadership (2 Credits)
- Solving problems and making decisions (2 Credits)
- Giving briefings and making presentations (2 Credits)
- Understanding the organisation and its context (2 Credits)
- Planning change in the workplace (2 Credits)

Focus on the skills

Individuals will learn how to plan, allocate and monitor work; tools and techniques to develop themselves as a leader; and how to get the most from their team.

Fees - Up to 50% Funding May Be Available

Level 3 Award in Leadership and Management:

£600 plus vat inclusive of registration and certification

Level 3 Certificate in Leadership and Management:

£1,500 plus vat inclusive of registration and certification

Coventry and Warwickshire Skills 4 Growth

Up to 50% funding may be available for this course, subject to eligibility, through Coventry & Warwickshire Skills 4 Growth which supports eligible SMEs to improve skills amongst their workforce.

Company Eligibility

Small to Medium Sized Businesses (SMEs) in Advanced Manufacturing and Engineering or Service Sector Industries including Health and Social Care. Must be based in Coventry and Warwickshire.

Eligible Training

- Skills training that will close skills gaps in your business and lead to accredited qualifications.
- Full qualifications or units of qualifications at various levels.



Module Prices

Module prices as detailed below, with up to 50% funding available, subject to eligibility.

Module Name	Duration	Start Date	Price	Price after funding
Understanding how to motivate and improve performance	2 Days	17 th Jan 2018	£300	£150 +VAT
Solving problems and making decisions	2 Days	31 st Jan 2018	£300	£150 +VAT
Understanding how to establish an effective team	1 Day	14 th Feb 2018	£250	£125 +VAT
Understanding leadership	1 Day	21 st Feb 2018	£250	£125 +VAT
Giving briefings and making presentations	1 Day	28 th Feb 2018	£250	£125 +VAT
Planning change in the workplace	2 Days	14 th Mar 2018	£300	£150 +VAT
Understanding the organisation in its context	1 Day	28 th Mar 2018	£250	£125 +VAT

Contact us

For more information about ILM qualifications please contact our Business Development Team:

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Approved
Centre