Management ILM Level 5 Award

Course Content:

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The Level 5 Award in Management is a concise qualification aimed at developing basic middle management skills and knowledge. The mandatory unit, 'Understanding the management role', examines organisational structure and function, the roles and responsibilities of middle managers and the effect of communication and interpersonal skills on managerial performance.The course is practically based to complement the individual's role within the workplace and is tailored with flexible and practical work based assignments. The emphasis on an individual's work environment maximises the value and transfer of learning into the workplace.

Three Main Units:

- Understanding the Management Role
- Managing for Efficiency and Effectiveness
- Leading Teams

Topics Covered Include:

- Organisational Structure and Function
- Roles and Responsibilities of Middle Managers
- Effect of Communication and Interpersonal Skills on Management Performance
- Personal Development Planning

Assessments3 substantial written assessments, 2 undertaken in own time and 1 in class under 'test' conditions.

Time Commitment 8 taught days over 4 months. Significant amount of personal study and assignment writing required outside of the taught sessions.

Funding Options

Who is the Course For?

This course is specifically designed to meet the needs and develop the skills and knowledge of those in a senior management role.

Class information:

- 12 November 2009 Tregye, Carnon Downs
- 14 April 2010 Tregye, Carnon Downs

Course Costs:

£645 (plus registration and certification)

Why Choose Truro and Penwith College Business Centre?

- One of the **Top Ten** Colleges in the UK
- One of the few Colleges to be awarded **Beacon College** status
- Awarded the **Training Quality Standard** for providing outstanding training and development for employers
- The first College in the UK to be awarded **Designated Outstanding** status by Ofsted (Nov 2006)
- One of the **newest** and most **innovative** Colleges in the UK
- First College in the country to gain College wide **matrix accreditation**
- Management tutor recognised as **one of the top three** in the country by ILM
- Awarded the Sfedi **Centre of Excellence** in Enterprise and Business Support
- Member of the **South West Business Skills Academy** a group of world-class learning providers.
- **Outstanding** Learning Resources Centres, building and facilities

Course Feedback:

"I realised my delegation was poorly done - I just gave jobs out - not anymore! Brilliantly delivered and very informative."

"By having more awareness of key strategies I'm able to ask more questions and challenge people."

"I am a more confident manager and my company has seen an improvement in my confidence."

For further information and an application form please contact:

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Truro College offers free impartial advice and guidance on all courses.
This service is available from our guidance officers.

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