

ILM LEVEL 4 QUALIFICATIONS IN LEADERSHIP AND MANAGEMENT

ILM LEVEL 4 PROGRAM OVERVIEW

The ILM Level 4 Program is designed for new and aspiring **Middle Managers**, including departments heads and project managers. Learners will develop a sound base of business and management knowledge, and develop their skills with which to lead people with confidence.



LEARNING WITH GLOBAL

Some reasons why busy managers choose to develop their careers with Global:

- **Quality** - Global programs are quality assured by the ILM, Europe's leading management certification body.
- **You are in Control** – to learn at our own pace from any location.
- **Affordability** – Global online learning offers significant cost savings over conventional training.
- **True Online Learning** - through the Global E-Learning Portal, accessible on all mobile devices.
- **Offline Learning** – comprehensive learning manuals and other learning resources available for download.
- **Tutor Support** is available through email, web conferencing and phone, throughout your program.
- **ILM Membership** – all candidates have membership of the ILM for the duration of the program.

LEVEL 4 QUALIFICATIONS

ILM Level 4 **AWARD** in Leadership and Management – concise qualification: 5 credits (2 courses).

ILM Level 4 **CERTIFICATE** in Leadership and Management – the benchmarked qualification: 13 credits (4 to 5 courses).

ILM Level 4 **DIPLOMA** in Leadership and Management – comprehensive qualification: 37 credits (9 to 12 courses).

Written assessments for each course: approx. 2000 words

ILM CERTIFICATION

On completion of the program, candidates receive certification from the **Institute of Leadership and Management**.



PROGRAM CONTENT

Candidates can select from **60** courses:

PROGRAM CONTENT (Sample of courses available)

- Understanding the Management Role
- Managing Risk in the Workplace
- Delegating Authority in the Workplace
- Developing People in the Workplace
- Developing your Leadership Styles
- Understanding Financial Management
- Management Communication
- Managing Personal Development
- Managing Meetings
- Managing Marketing Activities
- Motivating People in the Workplace
- Solving Problems by Making Effective Decisions
- Managing and Implementing Change in the Workplace
- Budgetary Planning and Control
- Interpreting Financial Statements
- Understanding the Importance of Marketing
- Developing a Culture to Support Innovation
- Managing Improvement
- Making a Financial Case
- Leading Innovation and Change
- Managing Individual Development
- Managing Stress and Conflict in the Organisation
- Managing Customer Relations
- Managing for Efficiency and Effectiveness
- Managing Projects in the Organisation
- Managing Resources
- Making Professional Presentations
- Developing and Leading Teams to Achieve Organisational Goals and Objectives
- Becoming an Effective Leader
- Effective Management Coaching and Mentoring
- Planning and Allocating Work
- Writing for Business
- Understanding Customer Service Standards and Needs
- Understanding Conflict Management in the Workplace
- Understanding Training and Coaching in the Workplace
- Understanding Quality Management in the Workplace
- Understand Performance Management
- Understanding Negotiation and Networking
- Developing Relationships in the Workplace
- Leading and Motivating a Team Effectively
- Planning and Monitoring Work
- Understanding Change in the Workplace
- Business Improvement Techniques