

ILM Level 4

Certificate in Leadership and Management Skills

This qualification has been designed to help students develop a wide range of middle management and leadership skills.

This course is made up of four mandatory units totalling 14 credits, plus 8 credits from a selection of optional units.

Mandatory Units

- Introduction to leadership
- Understanding the management role
- Planning practical leadership activities
- Developing leadership through practical activities

Sample Optional Units

- Effective meetings
- Managing equality and diversity
- Communicating effectively
- Motivating people in the work place
- Understanding entrepreneurship
- Managing in a health & social care setting

Other units are available depending on your experience and area of interest.

Course Structure

*This course is full time (30 weeks) and attendance is required for three days per week 10.00am – 4.00pm
Tutorial support (face to face and by email) will be provided throughout the programme. Candidates are also required to attend portfolio development workshops throughout the course.*

Assessment

To achieve this award the candidate must:

- Complete the work-based assignments
- Complete a reflective learning journal
- Complete written reports
- Deliver oral presentation(s)



**Approved
Centre**

**Cost: £3750
+ £250 ILM registration**

The cost includes ILM textbook and learning resources. All successful applicants will receive 12 months ILM Study Membership.

Term Dates:

Summer Term 2010
4th May 2010 – 9th July 2010

Autumn Term 2010
13th September 2010
10th December 2010

Autumn Half Term
25th – 29th October 2010

Spring Term 2011
17th January 2011
29th April 2011

Spring Half Term
21st – 25th February

Easter Break – To be confirmed

Summer Term 2011
9th May 2011 – 8th July 2011



OSCTRAINING™

One Spare Chair Training Limited
Unit f51, Waterfront Studios
Dock Road, London E16 1AH
t +44 (0)207 474 2777
f +44 (0)207 476 6655
craigc@onesparechair.com

www.onesparechair.com

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This course is made up of four mandatory units totalling 14 credits, plus 8 credits from a selection of optional units.

Mandatory Units

- Introduction to leadership
- Understanding the management role
- Planning practical leadership activities
- Developing leadership through practical activities

Sample Optional Units

- Effective meetings
- Managing equality and diversity
- Communicating effectively
- Motivating people in the work place
- Understanding entrepreneurship

Other units are available depending on your experience and area of interest.

Course Structure

This course is part time (eight weeks). Candidates are required to attend a two day induction programme; this will be followed by work based activities in their normal working environment (or placement). Tutorial support (face to face and by email) will be carried throughout the eight-week programme. Candidates are also required to attend a half-day portfolio development workshop at the end of the course.

Assessment

To achieve this award the candidate must:

- Complete the work-based assignments
- Complete a reflective learning journal
- Complete written reports
- Deliver oral presentation(s)



Approved
Centre

**Cost: £890
+ £100 ILM registration**

The cost includes ILM registration, manuals and materials. All successful candidates will gain 12 months ILM Study Membership.

Next Induction Dates

8th and 9th June
6th and 7th July

To book a place on the next course – please call Training Manager on 0207 474 2777



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