

# ILM LEVEL 5 AWARD IN LEADERSHIP AND MANAGEMENT SKILLS



- ✓ Enhance leadership capability
- ✓ Build strong teams
- ✓ Gain a recognised qualification

Blended Learning Courses in Market Deeping, Peterborough 2013

# **TOOJAYS**



## Introduction

This blended learning programme is delivered as 4 days course at our training venue in Market Deeping, Peterborough, where we make use of the superb classroom facilities and outdoor grounds.

The group size is limited to 10 people to ensure maximum engagement and participation.

## Qualification overview

The ILM Level 5 Award in Leadership and Management Skills has been designed to give aspiring or experienced Managers a solid foundation for their formal development in this role.

The Award is a concise qualification made up of two mandatory units. In the first unit, 'Developing and Leading Teams to Achieve Organisational Goals and Objectives', participants explore Strategic Leadership, management communication and the role of management in enabling others, developing talent and leading teams to goal accomplishment.

In the second mandatory unit, 'Leading and Managing Change', participants explore change management, managing remote teams and their own ability to motivate teams to meet organisational changes.



## In-company learning

This programme has been successfully adapted and customised for many clients on an In-company basis.

It provides significant cost savings for larger groups of managers and allows organisations to roll out a consistent, ILM accredited and innovative leadership development programme.

Our consultants always work in close partnership with clients to understand business drivers, culture and specific objectives in order to shape the programme to your precise requirements and budget.

## Benefits of the ILM Level 5 Award

### How will the programme benefit me?

- Gain a recognised management qualification
- Build confidence to manage people and processes
- Enhance your leadership capability in order to energise your team
- Acquire a toolkit of management techniques
- Benefit from a powerful mix of workshop, virtual classroom, one-to-one and self-led learning
- ILM student membership
- Access to the ILM learning zone, online resources and development support

### How will my organisation benefit?

- ILM accreditation – assurance in the quality of leadership development
- Develop highly capable managers able to drive sustained team performance
- Provide high performers with the opportunity to gain a respected qualification
- Application-focussed learning – assignments and action plans to ensure learning is applied and ROI maximised

### Is this right for me?

#### Would you like to build upon your skills with a formal qualification?

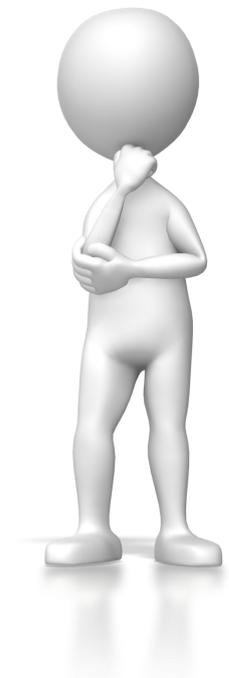
If you are seeking to gain a recognised and respected qualification in leadership and management whilst also developing the skills to improve individual and team performance and lead high performing teams, this ILM qualification is for you.

#### Do you want to advance your career?

The programme enables you to enhance your management skills, build your leadership capability and network with fellow participants. Explore the latest thinking in management and leadership to improve your performance and progress in your management role.

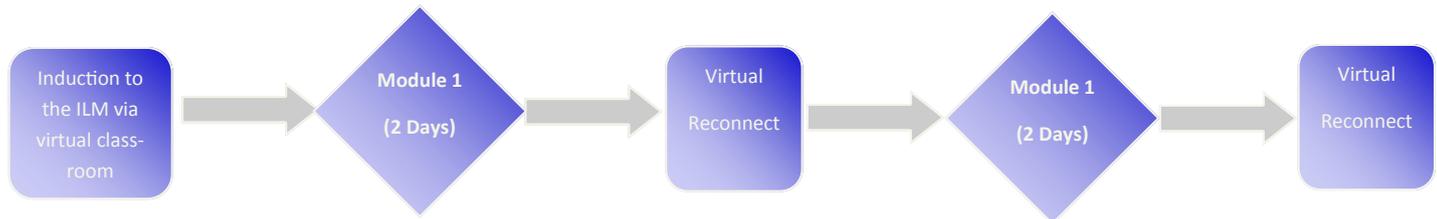
#### Are you new to a management role?

Designed to develop the skills and abilities of managers who have responsibility for leading small to mid-size teams, the programme will particularly benefit managers who are seeking to gain confidence following a new appointment.



## The Learning Journey

The programme is based around two core modules, "Managing and leading people" and "Managing performance and development," supported by a blend of technology-enhanced learning, formal assignments and feedback. The programme will enhance your management and leadership skills and enable you to improve your overall performance as a people manager.



### ILM induction and pre-programme preparation

The first stage of the programme is a 60 minute induction to the ILM via a virtual classroom webinar. Taking place approximately two weeks before the first module it will provide you with an overview of the programme and activate your ILM student membership. It will also be an opportunity to discuss the pre-module activities with the programme leader and your fellow participants.



### Face-to-face modules

You will benefit from four days of face-to-face training over two modules. During these sessions you will examine various aspects of management and leadership including leadership styles; management communication, presentation skills, managing remotely, interviewing skills, developing talent, enabling others and modelling behaviour. These provide a thorough grounding in people management and leadership skills together with a practical toolkit to support your role. The modules will take an active approach to learning in the classroom. We believe that in order for the knowledge and skills to be successfully transferred back to the workplace it is vital that learning is dynamic and active. For this reason the face-to-face modules will be conducted through a mixture of group discussion, self-assessment, scenario analysis and experiential activity. This practical approach will allow you to return to the workplace with confidence in your ability to implement these techniques.

### Assignments

Following each module you'll be required to complete a work based assignment covering the content from the module. This will help you to track your personal development throughout the programme and evaluate the skills reviewed in the classroom to determine how best to implement them in your own workplace. Successful completion of the assignments will enable you to achieve the ILM level 5 Award in leadership and management skills.

### Virtual reconnect

Virtual classrooms will allow you to continue your development after the modules and prepare for your on-going learning journey. They provide an opportunity to reconnect with the programme leader and fellow participants to raise questions regarding the assignment as well as share success stories and challenges relating to the previous module.

## Tutor feedback

One-to-one support will be available from the Programme Leader. Following each assignment you'll have the opportunity to receive individual feedback through a 30 minute phone consultation which will also provide an opportunity to discuss other parts of the programme and receive guidance on your personal development if required.



## How to book: enrolment & fees

Three easy ways to book:

Online: [www.toojays.co.uk](http://www.toojays.co.uk)

Email: [info@toojays.co.uk](mailto:info@toojays.co.uk)

Enquiries: 01778 382 719

Call us to discuss multi-delegate discounts and In-company options.

**Fees:** £1,650 + VAT

### Your fee includes:

- Induction session
- Four days of face-to-face training over two modules
- Two virtual classroom sessions & Programme tutor feedback
- ILM registration and student membership & Access to ILM learning zone



## Module Detail

**Module one: Managing and Leading People**

**Duration: 2 days**

### Management & Leadership

Defining the similarities and differences between leadership and management  
The core knowledge, skills and practices of a middle manager  
Why should anybody follow you?  
Understanding emotional intelligence for personal development  
Leadership styles – flexing your style to the needs of others  
Defining your leadership strengths and areas to develop  
Becoming a strategic thinker—the difference between Strategy & Tactics

### Management Communication

Communicating the vision for your team  
Engaging others in the vision and communicating goals, values and expectations  
Using emotional intelligence to engage others  
The importance of holding Team Process Reviews for continuous improvement (ACE/Six Sigma)  
Essential management communications

### Presentation skills

Designing, planning and structuring a professional presentation  
Environment considerations  
Delivery techniques and style  
Engaging the audience  
Overcoming nerves  
Dealing with questions and resistance  
Making the presentation memorable  
Practice delivery

**Teamwork**  
**+ Determination**  
**(Drive) × Passion =**  
**Success**



### Application planning

Preparation for ILM assignment 1 – covering the content from this module  
Personal development planning – preparing to apply the learning into the workplace

## Module two: Managing Change and Development

**Duration: 2 days**

### Managing people through change

- Understanding change management process
- Managing the emotions of change
- Managing Resistance to change



### Managing Remote workers

- Understanding different forms of remote working
- Understand the managers role in managing from a distance
- Develop awareness of legislative and regulatory requirements
- Understand benefits and disadvantages from managing remote workers
- Diagnosing the performance of your team and individuals remotely

### Talent Management

- Understanding the importance of succession planning and talent management
- Inclusive vs. exclusive approaches
- Involving the right people
- Developing and managing talent
- Role modelling and enabling development
- Tracking and evaluating

### Interview Skills

- Understanding different types of interview and selection assessment
- Increase awareness of roles and responsibilities within the interview process
- How to assess fairly and within legislative and best practice guidelines
- CBI questioning and scoring criteria techniques
- Room and interviewee management
- Giving interviewee feedback – records and administration
- Practical role play exercise

### Application Planning

- Preparation for ILM assignment 2 – covering the content from this module
- Creating your personal development plan
- Preparing to apply the learning into the workplace

The ILM is the UK’s largest awarding body for leadership and management qualifications, with a focus on practical learning that can be transferred directly and quickly to the work environment.

As an ILM Approved Centre, Toojays is able to offer a wide range of qualifications, including the Level 5 Award and Certificate in Leadership and Management, both as a public event and In-company programme. ILM Accreditation gives you total assurance of the quality and rigor of the learning you receive plus a respected, recognised endorsement of your management expertise. To learn more about how we can help you develop your leaders, call +44 (0)1778 382 719.



### **About Toojays**

Established in 2003, we work with leading businesses in Europe, Asia Pacific and the Americas to enable and sustain people and organisational performance. Through our learning, development and consulting services, we deliver solutions for more than 100 clients annually. Many more attend our open courses, conferences and seminars.

#### **Learning and Development: What we do**

- Training
- Coaching
- Team development
- Facilitation
- Blended learning
- In-house support
- L&D design
- Public courses, conferences and seminars

#### **Areas we cover:**

- Leadership and management
- Performance management
- Personal effectiveness
- Change
- Communication
- Business and functional capability
- Client and customer excellence
- HR strategy and best practice
- Employment law – domestic and international

#### **Organisational Consulting Services we provide**

- Leadership and strategy development
- M&A support
- Organisation design and culture
- Change enablement
- Talent and engagement
- Performance management
- HR strategy and business partnering
- Employment law and employee relations

