

New Directions College
Course Information 2023-24

COURSE:	Level 3 Diploma in Leadership and Management
LEVEL:	3
MODE OF DELIVERY:	Online with some face-to-face workshop sessions
DURATION:	18-24 months
ACCREDITED/NON-ACCREDITED:	Accredited
ENTRY REQUIREMENT:	Very good understanding of spoken and written English and FS Maths L2
PROGRESSION:	Into management roles or Level 5 qualification

COURSE DESCRIPTION:

Everyone who works in the corporate world knows that being a manager is a sign of career growth and success. The Institute of Leadership and Management (ILM) is the UK's largest management awarding body, combining industry-leading qualifications, recognised training programmes and specialist member services. This qualification will give you the insight you need to work in a management role in a variety of settings. It aims to build on your leadership capabilities and show you how to manage projects, people and relationships. The innovative design of this qualification means you can fast-track your progression to a level which is recognised by employers.

TOPICS COVERED:	METHOD OF ASSESSMENT:	KEY DATES:
<ul style="list-style-type: none"> - THE EMPLOYER AND LEADERSHIP ROLE - PLANNING, ALLOCATING AND ORGANISING WORK - SOLVING PROBLEMS AND MAKING DECISIONS - COMMUNICATION AND INFORMATION SYSTEMS IN THE WORKPLACE - MOTIVATION AND IMPROVING PERFORMANCE - CAREER DEVELOPMENT - INDUCTION, TRAINING AND COACHING - DEALING WITH DISCIPLINE, CONFLICT AND STRESS IN THE WORKPLACE - HEALTH AND SAFETY AT WORK - CUSTOMER SERVICE - CHANGE MANAGEMENT - QUALITY MANAGEMENT 	ASSIGNMENTS/WORKBOOK/TESTS	
SKILLS TO BE GAINED:	KNOWLEDGE TO BE GAINED:	PERSONAL DEVELOPMENT OPPORTUNITIES:
REQUIRED LEARNING MATERIALS:	SUGGESTED READING:	ADDITIONAL INFORMATION: