

Level 5 Diploma in Management and Leadership (online)

Location	Online
Course Type	Adult, University Level
Department	Business & Law
Start Date	Thursday 1st August 2024
Duration	Part-time, 1 Year
Time	00:00 - 00:00
Fee	£ 724.00
Course Code	XAP-XD5X-1800

Course Overview

The Chartered Management Institute (CMI) is the UK's only chartered professional body for management and leadership, and the only organisation able to award Chartered Manager status. Level 5 qualifications are typically at an intermediate level of higher education and can sometimes provide a pathway to further study or professional advancement. Designed for aspiring or practising middle managers and leaders who are typically accountable to a senior manager or business owner. The primary role of a practising or aspiring manager and leader at level 5 is to lead and manage individuals and teams to deliver the aims and objectives in line with the organisational strategy.

The programme will be delivered through a series of online workshops, 1-1's and self-directed learning. You will be eligible to become an Affiliate member of CMI for the duration of your studies and have access to a wealth of learning resources.

Your membership to ManagementDirect will provide access to:

Leader videos; experts talking about overcoming real-life management challenges

Content designed to meet different learning styles

Search results organised into bite-size learning

Best practice resources; checklists, document templates and much more; designed for all levels of managers and leaders

Continued Professional Development recording

In addition, you will receive access to Mindful Education's VLE resource platform and also OneFile - our chosen E-portfolio software allowing you to track and monitor your own progress, store assignments and use of the built in messaging service giving you access to effortless communication

with your tutor.

Course Requirements

All students will be initially assessed in English and Maths and interviewed by the course tutor to ensure suitability and eligibility. There is no specific entry requirement for these qualifications however a Good level of English and Maths is essential. Ideally the learner is currently or has previous experience within a management role with responsibility for managing and leading a team.

What You Will Learn

You will develop a breadth of understanding in the following areas:

Principles of Management and Leadership in an Organisational Context - Being equipped with the knowledge, skills and behaviours to manage and lead in a variety of organisational settings is essential if an individual and their organisation are to succeed. This unit has been designed for learners who want to develop or sharpen their professional edge and enhance personal effectiveness. Learners will evaluate the impact of an organisation's structure and governance on management and leadership. They will explore theoretical models, management and leadership styles and approaches designed to promote a culture of mutual trust, respect and support.

Principles of Developing, Managing and Leading Individuals and Teams to Achieve Success - The ability to lead individuals and teams to success is arguably the most important skill a manager can possess. This unit focuses on the essential management and leadership skills required to fulfil this challenging but rewarding role. The unit opens by focusing on the theoretical and practical approaches to developing, leading, and managing teams (remote or multi-disciplinary). The manager will look at techniques to assess current and future team capabilities, including the role of recruitment, selection and staff development which supports this. On successful completion of the unit, the manager will not only know the principles of managing individuals and teams, but they will understand approaches for supporting, motivating and inspiring teams and individuals to exceed expectations.

Managing Stakeholder Relationships - Good relationships, whether they are with customers, suppliers, partners or staff, are a key contributor to an organisation's success. To build stakeholder relationships that are long lasting and sustainable, they need to be planned and developed. This unit explores the types and purposes of stakeholder relationships and the skills required to overcome challenges and manage these effectively.

Managing Projects to Achieve Results - The ability to manage projects is a vital skill for all managers. This unit focuses on the knowledge and skills required to manage projects successfully and overcome problems and challenges. It requires the learner to evaluate the methods and tools for planning tasks and activities, as well as knowing how to implement and manage project activities, build stakeholder relationships, manage resources and risk, monitor progress and report on outcomes.

Managing Change - Change is inevitable if an organisation is to maintain competitiveness and currency of practice. This unit has been designed to enable the learner to evaluate types and reasons for change within organisations and be able to select and apply theoretical models for its management. The purpose is not only to enable learners to develop the skills to manage change and achieve set objectives, but to do so in a professional manner with open and honest communication throughout the entire process.

Creating and Delivering Operational Plans - The ability to translate organisational objectives into operational plans is an essential management skill. The unit opens with the importance of understanding the strategic direction of the organisation and how to contribute to the strategic planning process. It then focuses on the knowledge and skills required to create and deliver

operational plans. This includes the need to set key performance indicators, monitor quality and outcomes against the plan, and know how to effectively report on findings.

Managing Finance - Financial management skills are essential for all managers regardless of whether there is a dedicated finance team within an organisation. Financial acumen enhances decision making skills, which in turn supports management of projects, tasks and functional areas. This unit has been designed to enable learners to understand how financial systems within organisations operate. Learners will evaluate the sources of

finance for organisations, and understand the principles for setting and managing budgets in line with regulatory and organisational guidelines. This unit has been designed to enhance the learner's confidence and credibility in financial management, which will translate into improved management skills.

Using Reflective Practice to Inform Personal and Professional Development - Reflective practice is an essential management tool which supports the development of knowledge, skills and behaviours in the work place. By consciously analysing own performance, decision making, leadership and management skills (in different situational contexts); opportunities for on-going development can be identified. The aim of the unit is to equip learners with the understanding of the value of reflective practice, and how reflection can be used as the basis of a meaningful personal and professional development.

Assessment

A range of assessment methods will be used including:

- Written assignments - All assignments are structured and formatted clearly to the learner. A typical assignment requires a written word count between 4000-4500
- Case Studies
- Professional Discussions
- Presentations

Progression

On achievement of the CMI L5 Diploma in Management & Leadership you can progress to the CMI L5 Coaching and Mentoring or L6 qualifications in Management and Leadership with the goal of becoming a Chartered Manager.

Career Options

Learners who are aspiring to a management role or are currently in a first line or team leader role may progress to roles such as:

- Operations Manager
- Divisional Manager
- Departmental Manager
- Regional Manager
- Specialist Manager

Mandatory Units

The Level 5 Diploma in Management and Leadership requires learners to achieve a minimum of (37 credits)

Principles of Management and leadership (7 credits)

Principles of developing managing and leading teams to success (6 credits)

Managing stakeholder relationships (4 credits)

Managing projects to achieve results (6 credits)

Managing Change (5 credits)

Creating and delivering operational plans (6 credits)

Managing finance (6 Credits)

Using reflective practice (5 credits)

Contact Details

For further information please email HEenquiries@tcg.ac.uk

Disclaimer

Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.