

## ILM Management Training for Managers Course



Being a good manager is a universally desirable skill in the employment world. But the skill itself is often learned but rarely taught. With this course you will begin to develop an understanding of how to do it better. Not only the aspects that assist you to manage people, but elements that will help your organisation thrive. This management training course covers all the essential subjects required by any manager. Namely; business development, risk assessment, environmental sustainability and leadership.



As a middle manager you will be acutely aware of the constraints you have in operating in your role. Being responsible for a team or teams and then reporting to a senior manager. We recognise how difficult it can be to communicate effectively across the differing levels. The training course covers how to deal with stressful situations and to be a good role model for your team members. This management training course has been designed using the experience of our senior managers and trainers which pinpoint the areas of concern within middle management and blows away the common myths. This training course provides practical solutions and tools which in turn, allow candidates to gain confidence and increases awareness in business, environmental legislation and sustainability issues while helping you become a more effective manager.

### Who Should Attend

This management training course is specifically designed to give practising or potential middle managers the foundation for their formal development in this role. It is especially suited to those who are aspiring or seeking promotional prospect to their current position.

### Course Format

The course is a 5 day intensive course that shows learners how to develop as an individual and as a manager. At the end of the course you will be given coursework and an examination to complete for the Endorsed training course. We can also deliver this course as an attendance only developmental course. The course is 45-99 Guided learning hours

There is a minimum of 6.5 days contact time (Circa 70-99 Guided Learning hours).

## Course Content

This course will cover the following:

1. **The Psychology in Leadership** - Definition of a leader and manager, coaching & mentoring, personality type and leadership styles
2. **Discovering Personality Types** - , HEART model, TGROW model, 'Fish Philosophy', motivation, communication
3. **Marketing for SME's** - building a business plan, business plan tools, how to write a business plan
4. **Employment Legislation** - improving interviewing techniques, S.W.O.T. analyses
5. **Health & Safety legislations** - policies, responsibilities, standards, SMART model, completing Risk assessment, how practical application in carrying out a risk assessment
6. **Environmental awareness and management** - environmental management system, legislation, sustainable development, cost saving initiatives and opportunities.

## Learning Outcomes

By the end of the course learners will:

1. Understand the psychology of leadership
2. Personally develop themselves and those around them
3. Be able to write a business case and have business development techniques
4. Develop their communication, HR & interviewing skills
5. Be able to undertake risk assessments and risk management
6. Understand Health & Safety management
7. Develop environmental & sustainability awareness

## Course Content

This course will cover the following:

1. **The prime concept of development** – “It’s not about me, it’s about them” and their needs. Fear is irrelevant, as there is no chance of failure
2. **Taking ego out of the training room** - Replacing it with strength, empathy, a shared feeling of 'service', and a concept of the 'higher self' when developing people
3. **How to use your imagination and originality** - Get the most out of the messages and your delegates
4. **What is the key to learning when you train delegates?** - The experience, strengths and ingenuity of delegates. We highlight this to your trainers so they too, get the best results out of their training
5. **A new look at useful 'props'** - visual aids, materials, exercises, energisers, ice breakers and role plays in the training environment
6. **Video presentation and detailed feedback** - personalise an action plan of improvement

## Learning Outcomes

By the end of the course learners will be able to:

1. Inspire and motivate a self-actualised group of imaginative, inspired and motivational trainers with the confidence and skills to train and develop your people
2. Develop a limitless number of fresh ideas to use when on training courses in your or any organisation
3. Understand the many intricacies of training and teaching

## ILM Train the Trainer

This unique 'Train the Trainer - Master Class' is truly different and incredibly useful for trainers. The course has been designed with all of our experience, skill, innovative excellence, and imagination. This training

course aims to liberate trainers from their fears and empower them to use their most potent developmental weapon, themselves. This two day 'Train the Trainer' course redefines the trainer's role. You will agree that a facilitator works with people, using imagination, flexibility,

persuasion, passion and a shared sense of “higher self”. This 'Train the Trainer' course enables all of the delegates to have the confidence and skill to become facilitators. We will encourage them to leave their egos behind and feel empowered and excited by the experience. This is not just a course for experienced trainers, people with little or no experience will benefit from a course that takes the fear out of training, replacing it with passion for teaching.



### Who Should Attend

This course is designed for anyone who would like to become a teacher, tutor or for those who want to do public speaking. You don't need any previous experience to take this course. Anyone in a position where they need to teach, instruct or plan training will benefit from this course.

There are no hidden costs for training. All of our training includes; onsite parking, refreshments, training material, registration and all other related costs. There is no examination for this course and you will receive a certificate from the Institute of Leadership and Management.

### Course Format

This course is delivered over a 2 day period but can also be delivered as a 1 day intensive course. There is no coursework or examination for this course, it is an attendance only course and learners will receive a certificate from the Institute of Leadership and Management upon completion. The course has a Guided learning hours of 30+ including in house training. All material (including training material, access to additional reading and course support) included in the training programme, there are no additional costs.

“**Very informative and interactive, found the material interesting and the tutor was excellent.**”



## Management Training (1-2 Day Course)

As a manager you will need to identify the motivating factors in the workplace which affect you and your teams.

Develop your team through the use of effective delegation techniques. Communicate effectively through the application of assertive techniques. Inspire your team by identifying and communicating your vision.

“In the end, all business can be reduced to three words, people, product and profit. People come first. Unless you have got a good team, you cannot do much with the other two”. Lee Iacocca, 1966.

This course covers the prime concept of managing a team. It develops team management skills such as the Psychology of Leadership, Personality inventories like the Myers-Briggs Type Indicator, and Leadership styles so you can better

understand yourself and leadership style. These will altogether enable you to become an effective leader

Communication is a key element of being an effective leader and the course covers this subject in depth so you can develop a deep understanding of what happens when we communicate poorly or effectively.



### Who Should Attend

This course is ideal for anyone hoping to develop the skills to become a better manager, Leader or supervisor. It will cover some of the core concepts of managing a team and enable you to develop as an effective manager or leader. We encourage individuals who are interested in the course to contact us for a free assessment to test if this course is right for you.

### Course Format

The course is a 2 day intensive and runs from 9-5 for the duration of the course. It is a 2 day accredited developmental course from the Institute of Leadership and Management (ILM). There is no assessment or coursework with this course, it is an attendance only course with pre and post training support in the form of tutorials and supported learning.

### Course Content

This course will cover the following:

- **Psychology of Leadership** – Understanding the fundamentals of what makes a good leader empowers you to develop in light of some of the greatest leaders in the business world.
- **Myers-Briggs Type Indicator** – Understand who you are and who those around you are will enable you to more effectively manage your team and the individuals within it. Particularly those whose personality clash, with yourself or the people within your team
- **Communication** – using some leading theories in communication from coaching and mentoring we can better understand how to develop effective relationships with your team and managers
- **Leadership Styles** – Understanding what drives our leaders and ourselves will enable you to develop as an effective leader and member of a team.
- **The Myth of Motivation** – It is impossible to motivate people. The sooner we realise the faster we can move away from this fallacy.

### Learning Outcomes

By the end of the course learners will be able to:

- Explain the benefits of certain leadership styles and how to get the most out of them
- Develop a fun and enjoyable working environment where work still gets done
- Gather information about your own leadership style;
- Use the information to assess your preferred leadership patterns;
- Understand how personality types and personality clashes can have both positive and negative effects on a team's performance.
- Explain and understand more clearly and effectively with an improved understanding of how communication models work

## Course Content

**Solving problems and making decisions** – Understanding how to solve problems within an organisation makes you an essential member of any team. This module covers some of the fundamental elements of how to approach and solve a problem

### **Understanding leadership –**

Leadership is about more than following orders. It is about aligning the goals every individuals within the organisation with the organisation. Doing so ensures that everyone is working to a common goal.

### **Understanding training and coaching in the workplace –**

Coaching differs from teach in several ways. Coaching should enable people to do what they know is needed rather than telling them what to do. Understanding this concept empowers you to enable others and become more effective within a team.

## Learning Outcomes

**By the end of this course learners will understand;**

- What the problems we face are and how to approach them.
- How to think about problem solving
- The constraints put on managers and leaders within organisation.
- The ways in which we can meet our organisational goals
- How to better understand your manager's goals and the goals of your team.
- Understand how to coach individuals within your organisation to help them develop themselves

## **ILM Level 3 Award in Leadership and Management**



Management is a universally useful skill that is required by all sectors of work. From SME's to global conglomerates, being a good manager makes you a useful member of any team. As a manager you have the power to enable people, allowing them to better themselves and those around them.

But what makes a good manager or bad manager is almost never spoken of. We all have experience of working with people who made us feel capable and empowered and some of us will have experience of working with managers who undermined our ability, whether intentional or otherwise.



In this course we will look into what makes a manager good or bad and assist those with an interest in the course in investigating how we can avoid the mistakes of the manager we worked with previously and see what made the good managers we have worked with make us smile or make our day.

### **Who Should Attend**

The Level 3 Award, Certificate and Diploma in Leadership and Management are ideal for individuals who have management responsibilities but no formal training, and are serious about developing their abilities.

These modules have been selected to assist those who are new or progressing into management roles, but anyone working under a manager will also benefit from the course learning

### **Course Format**

The course is made up of 3 assessed modules that combine to add up the required course content for the ILM Level 3 Award in leadership and Management.

To complete this course you will be required to undertake between 4-37 credits worth of modules. This course comes in 3 levels of study, Award, Certificate and Diploma (lowest credit requirement to highest) The course will take between 2 days to several weeks to complete depending on the level of study and the modules selected.