

Institute Of Leadership & Management

VRQ LEVEL 5 INTRODUCTORY DIPLOMA IN MANAGEMENT

Overview

The aim of this introductory management training programme is to give practising or potential middle managers the foundation for their formal development in this role. The programme has two primary objectives:

- To assist participants in gaining the knowledge required by a middle manager
- To develop middle management skills

Course Pre-Requisites

Candidates must be able to show that they have the opportunities within their job role to provide evidence of competence against the VRQ Level 5 standards.

Additionally, candidates may be required to demonstrate that they satisfy the entry requirements of the programme by completing a pre-course workbook.

Programme Mode

This is a mixed mode programme, combining the use of flexible learning materials with taught workshops. Candidates will be expected to attend 8 study days over a period of 4 months. Candidates will also be expected to study a variety of distance/open learning materials throughout the duration of the course.



Assessment Requirements

In order to gain the Introductory Diploma in Management, each candidate must satisfactorily complete the requirements and assessments below:

- The required learning and development for the programme
- 2 Segment Reviews
- A Work-Based Assignment of not less than 2000 words covering the 3 core segments

Learning Outcomes

At the end of the course you should be able to: -

- Obtain the nationally recognised VRQ Level 5 Introductory Diploma in Management.
- Demonstrate knowledge and understanding of the principles that underpin sound management practice at this level.
- Demonstrate knowledge and understanding of the part you play in delivering improved services.
- Demonstrate the practical management skills relevant to a selection of the following:
 - Dealing with your customers and managing day-to-day activities, including health and safety, negotiating and selecting relevant information.
 - Identifying and recommending improvements objectively; based on fact and **not** opinion.
 - Planning for change.
 - Implementing Change
 - Communication techniques and Business Language
 - Delegating and empowering staff.
 - Utilising problem-solving skills
 - Managing Budgets
 - Understanding organisational culture
 - Appraisals and competency frameworks

Who should attend?

Anyone wishing to develop their supervisory management skills and is able to fulfil the pre-requisites of the course.

This programme is delivered by skilled and qualified management tutors from The Pathways Group.

Web: www.pathwaysgroup.co.uk
Email: info@pathwaysgroup.co.uk

Course Enquiries:

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