

## ILM Award in Management Level 5

### Learning outcomes

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Managers will cover 3 units in depth:

### Understanding the management role

- ▶ Organisational purpose, structure, managerial roles
- ▶ Managerial responsibilities
- ▶ Interpersonal relationships and communication
- ▶ Plan for personal development

### Leading innovation and change

- ▶ Identify an opportunity for improvement
- ▶ Understand the situation and evaluate options
- ▶ Evaluate the benefits and implications for change
- ▶ Explain how stakeholders will be led through the change
- ▶ Provide a detailed implementation plan

### Becoming an effective leader

- ▶ Evaluate own ability to fulfil key responsibilities of the leadership role
- ▶ Evaluate own awareness of emotions in shaping performance
- ▶ Evaluate own ability to set direction and to gain commitment of others

**“None of us is as smart as all of us.”**

*Japanese proverb*

In our view this is the best qualification for senior and middle managers because:

- ▶ **We guarantee return on investment** – always a convincing argument
- ▶ It is accredited by the ILM
- ▶ Managers can go on to study for the full Certificate or Diploma at a later date
- ▶ All learning and assessment relates to the workplace

The new ILM Award in Management at level 5 replaces the old introductory qualification.

### Who is this for?

Senior and middle managers with responsibilities for a team and budgets.

### Impact on the organisation

An improvement project which will give return on the investment from the programme

### Evaluation and assessment

- ▶ Work based assignment  
2500 words
- ▶ Improvement project
- ▶ Final presentation day

***Eight day programme***

***Regional venue or Yarnfield***

## Award in Management level 5

Minimum of 45 learning hours and 10 credits

	Unit Title	Min hours	Credit Value	Timeline
M4.01	<b>Understanding the management role</b> <ul style="list-style-type: none"> <li>▶ Organisational structures</li> <li>▶ Vision and values</li> <li>▶ Business measurements</li> <li>▶ Stakeholders and their objectives</li> <li>▶ The management task</li> <li>▶ Management styles</li> <li>▶ Differences between management and leadership</li> <li>▶ Accountability and responsibility</li> </ul>	14	4	Day 1
	<ul style="list-style-type: none"> <li>▶ Interpersonal skills</li> <li>▶ Communication in management</li> <li>▶ Feedback skills</li> <li>▶ Personal style and approach</li> <li>▶ Respect, trust and control</li> <li>▶ Consultation and empowerment</li> </ul>			Day 2
M5.05	<b>Leading innovation and change</b> <ul style="list-style-type: none"> <li>▶ SWOT and PESTLE analysis</li> <li>▶ Concepts of creativity and innovation</li> <li>▶ Feasibility and viability of opportunities</li> <li>▶ Problem solving and decision making Continuous improvement</li> <li>▶ Making a sound business case for improvement</li> </ul>	22	5	Day 3
	<ul style="list-style-type: none"> <li>▶ Knowledge management</li> <li>▶ Effective v efficiency measures</li> <li>▶ Measuring performance</li> <li>▶ Basic project management techniques</li> <li>▶ Managing performance</li> </ul>			Day 4
	<ul style="list-style-type: none"> <li>▶ Forces for change</li> <li>▶ Change management</li> <li>▶ Overcoming resistance with stakeholders</li> <li>▶ Leadership models in change</li> </ul>			Day 5

M5.06	<p><b>Becoming an effective leader</b></p> <ul style="list-style-type: none"> <li>▶ Leadership models</li> <li>▶ Identify the appropriate leadership style</li> <li>▶ Delegation and empowerment</li> <li>▶ Managing individual performance</li> </ul>	23	5	Day 6
	<ul style="list-style-type: none"> <li>▶ Emotional intelligence</li> <li>▶ Own strengths and limitations</li> <li>▶ Self development</li> <li>▶ Social awareness</li> <li>▶ Relationship management</li> <li>▶ Effective communication techniques</li> <li>▶ Mentoring techniques</li> </ul>			Day 7
	<p>Self study by assessing own team and a comparator organisation:</p> <ul style="list-style-type: none"> <li>▶ Developing objectives and values that support strategy and vision</li> <li>▶ Gaining motivation and commitment</li> <li>▶ Main theories of motivation</li> <li>▶ Motivational factors</li> <li>▶ How to evaluate different methods of developing others</li> </ul>			Self study /research
	Presentation day			Day 8

Note: M5.06 requires 23 learning hours hence the out of classroom research/self study. We will try to organise a visit to a comparator organisation or alternatively delegates can look at an organisation that they have a connection with. Also delegates will be required to assess the motivation in their own team using a simple tool.

**Assessment**

1. One work based assignment for M4.01 set by ILM
2. One improvement project
- 3.** One presentation and reflective review for the remaining units