

Level 5 Award in Management



The CMI Management Award is a short course designed for people currently working in a leadership role, or those who are aspiring to do so. Tailored to meet individual needs, the programme is ideal as an introduction to management or as a progression route from our apprenticeships. Our CMI learners work in a variety of roles, including:

- ❑ Call centre team leader
- ❑ Hospitality & retail store manager
- ❑ Hotel shift supervisor
- ❑ Office manager
- ❑ Training/HR manager
- ❑ Hospital ward manager



Damar's management learners work in a wide range of sectors including: law, accountancy, healthcare, financial services, hospitality, property, media, manufacturing and distribution.

Course structure

The course follows a structured framework of content which represents the fundamental elements of modern leadership and management. These topics are discussed and applied to each learner individually, allowing the theory to be fully embedded in the context of their role and for learning to be translated into improved performance.

Delivery

The programme is normally delivered through one to one coaching and mentoring in the workplace, over a period of four months. Meeting at times to suit the learner, the flexibility of delivery is well suited to a busy management schedule.

Assessment

Assessment of the award consists of a written report and a presentation based on examples from the learner's role.

Fully accredited by the Chartered Management Institute, learners will achieve a nationally recognised qualification at Level 5.

Cost

The Level 5 Award in Management costs £995 +VAT, fully inclusive of CMI registration and certification fees. Monthly payment options are also available.

Session outlines

Planning for personal & business success

- ❑ Continuous professional development
- ❑ Identifying and addressing personal, organisational and stakeholder needs
- ❑ How to prioritise and clarify short and longer term needs
- ❑ Techniques for effective planning

The principles of effective leadership

- ❑ Management versus leadership
- ❑ Factors influencing leadership styles
- ❑ The role of organisational culture
- ❑ Adapting the leadership approach

Building and maintaining successful teams

- ❑ The dynamics of a successful team
- ❑ Recruitment and selection of new staff
- ❑ Motivation techniques
- ❑ Managing poor performance

Effective communication & information management

- ❑ Using information and data to develop staff
- ❑ Selecting the best method of communication using transactional analysis
- ❑ Neuro linguistic programming
- ❑ Removing barriers to effective communication

