

Programme Outline: Award in First Line Management Level 3 (Ref 013)

Duration: 5 x 1/2 day sessions once every 2 weeks

Date(s): At a venue, date and time to suit you



Programme and Content:

The Level 3 Award in First Line Management aims to give practising or potential managers the foundation for their formal development in this role. The programme has two primary objectives to assist participants in gaining the basic knowledge required by a manager and to develop basic management skills.

- Session 1 Induction and Introduction to Leadership
Plus Developing Yourself and Your Team workbook for self study.
- Session 2 Solving Problems and Making Decisions
- Session 3 Building the Team
Understanding the Communication Process in the Workplace
Giving Briefings and Making Presentations in the Workplace
- Session 4 Problem Solving Project Workshop
Preparation for Problem Solving Presentation
- Session 5 Problem Solving Presentation and hand in of
Problem Solving Project



“making our passion your passion”

Academy of Learning, Parklands Business Centre, Stortford Road, Leaden Roding,
Dunmow, Essex CM6 1GF. Tel: 01279 877902 Fax: 01279 877903.
Email: linda@academyoflearning.co.uk Website: www.academyoflearning.co.uk

Issued 24th February 2010. *If you would like this information in another format please let us know your requirements.*



Training Approach:

All training will be workshop based, participative and relevant to the organisation. In addition delegates will have a number of self study units to complete.

Assessment Approach:

To successfully gain the Institute of Leadership and Management Award in First Line Management, each candidate must complete, to a National Standard, a workbook, presentation and a Problem Solving Work-based project.



“making our passion your passion”

Academy of Learning, Parklands Business Centre, Stortford Road, Leaden Roding,
Dunmow, Essex CM6 1GF. Tel: 01279 877902 Fax: 01279 877903.
Email: linda@academyoflearning.co.uk Website: www.academyoflearning.co.uk

Issued 24th February 2010. *If you would like this information in another format please let us know your requirements.*

