

A photograph of two women in an office environment, both laughing heartily. The woman on the left has long brown hair and is wearing a light blue button-down shirt. The woman on the right has short dark curly hair, wears glasses and a black and white plaid shirt, and has a red bracelet on her left wrist. They are standing in front of a window with white curtains. The left side of the image is overlaid with a magenta semi-transparent rectangle containing white text.

# **ILM CERTIFICATE IN LEADERSHIP AND MANAGEMENT**

**LEVEL 3**



# OVERVIEW

- > Tuesday evenings every two weeks:  
6:00pm-9:00pm
- > 10 x sessions (including two tutorial support session)
- > 7 x assignment-based assessments
- > All sessions, links and support resources are uploaded to Canvas (the college's virtual learning environment)

## Units covered include:

- Understanding leadership (x2 sessions)
- Developing yourself and others
- Planning and allocating work
- Solving problems and making decisions
- Understanding organising and delegating in the workplace
- Understanding how to motivate to improve performance
- Understanding innovation and change in an organisation





## UNITS OF STUDY AND KEY SKILLS DEVELOPED

The qualification is made up of seven units covering core management skills including:

- Understanding how to organise and delegate
- Communication
- Team leadership
- Change
- Innovation
- Managing people and relationships

The course allows you to gain a range of key management skills and put them into practice, building leadership capabilities, motivating teams, managing relationships confidently, developing overall management skills using own knowledge, values and motivations.





## **ENTRY REQUIREMENTS:**

- > You should either be in a management position or have the desire and determination to secure a management position.**
- > You will be required to complete a skills scan, to ensure you are on the correct programme.**

**This course is suitable for:**

- Aspiring Managers**
- Current Team Leaders**
- Those with some basic management experience**





A young woman with dark hair, wearing a white button-down shirt and a dark plaid skirt, is seated at a round black table. She is gesturing with both hands, palms facing up, as if in the middle of a conversation. She is looking towards the left side of the frame. In the foreground, the back of a person's head with long blonde hair is visible. To the left, another person's profile is partially visible, overlaid with a magenta semi-transparent rectangle. The background is a blurred outdoor setting with a grey wall.

## **PROGRESSION OPPORTUNITIES**

Students who successfully complete the ILM Level 3 Certificate in Leadership and Management may choose to progress onto the Level 5 Certificate in Leadership and Management at Preston's College, upon successful completion.