

## ILM Introductory Certificate in First Line Management (Level 3)

This programme is for those who are likely to become first line managers (team leaders or supervisors) or who are already in this role but have had no formal training.

The course provides an introduction to the wide range of responsibilities of the first line manager and has been designed to improve your performance in the organisation through having a strong focus on your specific job role.

**Programme Length** Maximum of 6 months (34 guided learning hours plus tutorials)

**Start Date** Dates on application

### Core Units:

- Role of Supervisor
- Planning Change
- Building the Team
- Communication Process
- Understanding Costs
- Motivation
- Problem Solving Skills
- Using Information for Decisions
- Managing Performance
- Working to a Budget
- Project Work
- Leadership

### Entry Requirements

No formal entry requirements but participants should be practising or potential first line managers with 2 years full-time (or 3 years part-time) work experience, and a background which will enable them to benefit from the programme

### Progression

- ILM Level 3 Certificate in First Line Management
- ILM Level 3 NVQ in Management

### Assessment Details

- Segment reviews
- One work-based assignment of no less than 1000 words, set by ILM

### Cost

- £528.75 per delegate\*

### Additional Information

- Classes: dates and times to be advised

### Applying

- Contact Mick Davis for application details

\*Price correct from September 2005. Includes VAT and registration fee