

# ILM Level 5 Award in Management



A Programme from  
The Training Team



# ILM Level 5 Award in Management



## What is the ILM Level 5 Award in Management?

**The ILM Level 5 Award in Management** is a 7 day programme designed to develop a managers understanding of management and leadership theories and how this understanding can be used to improve management practice.

The award is of value to those people who have been employed in a managerial or leadership role for some time at the different levels and wish to underpin their practice with a clearer knowledge of the principles of management and leadership. The mandatory unit examines organisational structure and function, the roles and responsibilities of middle managers and the effect of communication and interpersonal skills on managerial performance.

The final element of the unit explores the evaluation of personal development opportunities. Candidates receive one-to-one support to prepare them for the assessment in which they carry out an evaluation of their own abilities and performance.

- ⇒ **1. Understanding the Management Role**
- ⇒ **2. Making Professional Presentations**
- ⇒ **3. Developing the Reflective Manager**

### Did you know?

- Candidates can also apply for Membership of the Institute of Leadership and Management (MInstLM) once they have completed the Level 5 Award in Management.

## 1. Understanding the Management Role

**Aim of this module:** To assist managers appreciate the nature of the middle manager role and their ability to perform effectively. It assists managers build confidence and competence in their role.

- ⇒ **Understand the organisations purpose, stakeholders, structure, functional areas and the managerial roles**
- ⇒ **Understand the specific responsibilities of middle managers in enabling and organisation to achieve its goals**
- ⇒ **Understand how communication and interpersonal relationships affect managerial performance in the workplace**
- ⇒ **Evaluate personal development opportunities to improve own managerial skills**

### Did you know?

- The Training Team have delivered ILM courses to over 3000 managers in Essex and we can also design tailored courses for our customers.



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## 2. Making Professional Presentations

**Aim of this module:** To develop knowledge and understanding of making professional presentations as required by a middle manager.

### Learning Outcomes:

- ⇒ Plan a professional presentation
- ⇒ Deliver a professional presentation
- ⇒ Evaluate own ability to make professional presentations



### Some of the module criteria includes:

- ⇒ Evaluating your audience
- ⇒ Researching information
- ⇒ Planning the content and preparing aids
- ⇒ Presenting your points, views and argument
- ⇒ Responding appropriately to questions
- ⇒ Summarising and action planning
- ⇒ IT tools and their implementation

## 3. Developing the Reflective Manager

**Aim of this module:** To develop the manager as a reflective learner, capable and confident of leading a group in creative problem solving.

### Learning Outcomes:

- ⇒ Analyse and review feedback to support personal development
- ⇒ Reflect on own development needs
- ⇒ Communicate complex information in diverse written formats
- ⇒ Solve a problem using creative techniques



### Some of the module criteria includes:

- ⇒ The nature and purpose of feedback
- ⇒ The importance of personal development
- ⇒ Techniques for self assessment and models of reflection
- ⇒ Planning and writing different reports

*This module includes a 360 reflective review*

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## Booking Form

**FAX BACK 01268 573355**

**Please enter your contact details:**

Company Name:.....

Tel No: .....

Email Address:.....

Candidate Names:.....

**Fax Back to 01268 573355 to book your places.**



The Training Team

**The Training Team**

Sopwith House, Hurricane Way,  
Wickford, Essex, SS11 8YU

Tel 01268 573344 Fax 01268 573355

E: [info@ttuk.com](mailto:info@ttuk.com) W: [www.ttuk.com](http://www.ttuk.com)