

## ILM Level 3 Certificate in Leadership and Management

This ILM Level 3 Certificate has been designed to develop the leadership and management skills of practicing or aspiring middle managers. It is a dynamic, fun and motivating programme. There will be some theory, tutor led input, group discussion and lots of practical application. Course materials, such as case studies, questionnaires and activities, have been designed to develop your leadership and management skills.

**Induction:** one hour (within first workshop)

**Workshops:** Three full days

### Day 1

- Understanding Leadership
- Planning and Allocating Work

### Day 2

- Understand the Communication Process
- How to Lead Effective Meetings

### Day 3

- Understand How to Motivate for Performance
- Workplace Mentoring



**Coaching:** Coaching support via telephone, Skype and email

**Assessment:** to gain the qualification you will need to complete six work based assignments

### Benefits of completing this qualification with Jewel Training:

- Dynamic workshops delivered by expert trainers
- Active support for application of learning to your workplace
- Jewel Training have been an approved ILM Centre for over 18 years

**At the end of the programme participants will receive the ILM Level 3 Certificate in Leadership & Management Qualification.**

**Venue:** Howbery Park, OX10 8BA

**Workshop Dates:** Dates are on our website, all days are 9.30am to 4.30pm

**Cost:** £1565.00 + VAT