



Grow Development Solutions

ILM Level 3 Award & Certificate in Leadership &
Management (In-House Programmes)

Programme OVERVIEW

We offer the ILM Level 3 Leadership & Management qualifications at **Award** and **Certificate** Level.

Each qualification is made up of a range of modules covering a range of management skills and this flexibility in module choice allows the qualifications to be tailored to meet your needs.

The choice of modules we offer at Grow are:

- ✦ Understanding Leadership (Credit Value: 2)
- ✦ Planning and Allocating Work (Credit Value: 2)
- ✦ Understanding Organising and Delegating in the Workplace (Credit Value: 1)
- ✦ Understanding Performance Management (Credit Value: 2)
- ✦ Understanding How to Motivate to Improve Performance (Credit Value: 2)
- ✦ Understanding Innovation and Change in an Organisation (Credit Value: 2)
- ✦ Understanding Good Practice in Workplace Coaching (Credit Value: 3)
- ✦ Understanding Conflict Management in the Workplace (Credit Value: 1)
- ✦ Understanding Financial Management (Credit Value: 3)
- ✦ Understanding Stress Management in the Workplace (Credit Value: 1)

Award Level Requirements: To successfully complete the 'Award' at Level 3, participants must attain a minimum of 4 credits and no more than 12 credits to achieve this qualification.

Certificate Level Requirements: To successfully complete the 'Certificate' at Level 3, participants must attain a minimum of 13 credits and no more than 36 credits to achieve this qualification.

Please note that any combination of the modules detailed below can be completed (to achieve the credit value range required for each qualification), however the **Understanding Financial Management** module can only be completed by participants who are registered on the 'Certificate' Level qualification.



Overview of Modules

KEY TOPICS & CONTENT

Understanding Leadership (Credit Value: 2)

Core Learning Outcomes:

- ✦ Understand leadership styles (including assessing factors that
- ✦ Understand leadership qualities and review own leadership qualities and potential

Module Option and Dates:

- ✦ This module can be chosen for the **Award or Certificate** qualification
- ✦ This module can be delivered over two online workshops or one full-day face to face training workshop

Planning and Allocating Work (Credit Value: 2)

Core Learning Outcomes:

- ✦ Know how to plan work in the workplace
- ✦ Know how to allocate work to team members
- ✦ Understand how to improve the performance of a team in delivering to plan

Module Option and Date:

- ✦ This module can be chosen for the **Award or Certificate** qualification
- ✦ This module can be delivered over one online workshop or a half-day face to face training workshop

Understanding Organising and Delegating in the Workplace (Credit Value: 1)

Core Learning Outcomes:

- ✦ Understand how to organise people to achieve objectives
- ✦ Be able to delegate to achieve workplace objectives

Module Option and Dates:

- ✦ This module can be chosen for the **Award or Certificate** qualification
- ✦ This module can be delivered over one online workshop or a half-day face to face training workshop



Understanding Performance Management (Credit Value: 2)

Core Learning Outcomes:

- ✦ Understand the value of assessing performance to meet organisational and individual needs
- ✦ Know how to manage performance of individuals in the team (including underperformance)
- ✦ Understand the value of feedback in the workplace

Module Option and Dates:

- ✦ This module can be chosen for the **Award or Certificate** qualification
- ✦ This module can be delivered over two online workshops or one full-day face to face training workshop

Understanding How to Motivate to Improve Performance (Credit Value: 2)

Core Learning Outcomes:

- ✦ Understand the factors that influence motivation levels in the workplace
- ✦ Understand how a theory of motivation can be used to improve performance

Module Option and Dates:

- ✦ This module can be chosen for the **Award or Certificate** qualification
- ✦ This module can be delivered over two online workshops or one full-day face to face training workshop

Understanding Innovation and Change in an Organisation (Credit Value: 2)

Core Learning Outcomes:

- ✦ Understand innovation and change in an organisation and how to plan, monitor and review the implementation and communication of innovation and change
- ✦ Understand the effects of innovation and change on people and teams in an organisation

Module Option and Date:

- ✦ This module can be chosen for the **Award or Certificate** qualification
- ✦ This module can be delivered over two online workshops or one full-day face to face training workshop



Understanding Good Practice in Workplace Coaching (Credit Value: 3)

Core Learning Outcomes:

- ✦ Understand the context for effective workplace coaching
- ✦ Understand the process and content for effective workplace coaching

Module Option and Dates:

- ✦ This module can be chosen for the **Award or Certificate** qualification
- ✦ This module can be delivered over two online workshops or one full-day face to face training workshop

Understanding Conflict Management in the Workplace (Credit Value: 1)

Core Learning Outcomes:

- ✦ Understand the causes of conflict in the workplace
- ✦ Be able to explain the effects of conflict on performance and review techniques to minimise or resolve conflict in the workplace
- ✦ Describe ways to maintain a positive work atmosphere

Module Option and Dates:

- ✦ This module can be chosen for the **Award or Certificate** qualification
- ✦ This module can be delivered over one online workshop or a half-day face to face training workshop

Understanding Financial Management (Group 2, Value: 3 credits)

Core Learning Outcomes:

- ✦ Understand finance within the context of an organisation
- ✦ Understand the value of recording financial management information
- ✦ Understand budgets for the management of own area of operation

Module Option and Dates:

- ✦ This module can only be chosen for the **Certificate** qualification
- ✦ This module can be delivered over two online workshops or one full-day face to face training workshop



Overview of Modules

KEY TOPICS & CONTENT

Understanding Stress Management in the Workplace (Credit Value: 1)

Core Learning Outcomes:

- ✦ Examine the causes, symptoms and impact of stress in an organisation
- ✦ Explain a practical stress management technique
- ✦ Describe management responsibilities and actions in relation to work-related stress
- ✦ Explain how and when to provide advice, mentoring or counselling to support individuals in the workplace

Module Option and Dates:

- ✦ This module can be chosen for the **Award or Certificate** qualification
- ✦ This module can be delivered over one online workshop or a half-day face to face training workshop

Choosing the Right Modules for Your Organisation

Whilst we know you will have your own ideas about which modules you would like to choose as, we also like to provide our partners with some guidance/ideas about which modules work well together. Our suggested combinations are below:

Award Level: Suggested Modules: Understanding Leadership; Planning and Allocating Work; Understanding Organising and Delegating in the Workplace; Understanding Performance Management and Understanding Innovation and Change in an Organisation

Certificate Level: Suggested Modules: Understanding Leadership; Planning and Allocating Work; Understanding Organising and Delegating in the Workplace; Understanding Performance Management; Understanding How to Motivate to Improve Performance; Understanding Innovation and Change in an Organisation; Understanding Good Practice in Workplace Coaching and Understanding Financial Management

We recommend that you discuss your ideas and options with one of our team at Grow first, to ensure that the chosen modules will support participants to achieve their individual and organisational development goals. Before completing your booking with us, we will provide you with additional guidance and support to help you select the right modules, that meet your organisational needs and your budget!

What Participants CAN EXPECT

- ✦ To be challenged, have some fun, learn a lot and engage in thought-provoking learning opportunities!
- ✦ Training and support from qualified and highly experienced leaders and executive coaches
- ✦ In-house bespoke content to meet your organisational needs
- ✦ In-house groups between 5-12 participants
- ✦ An opportunity to network with colleagues from across the organisation
- ✦ Comprehensive assessment feedback from the course facilitators
- ✦ Opportunities to reflect on your own approach and style to managing and leading teams and projects
- ✦ Peer to peer networking to share good practice
- ✦ Workbooks for all training workshops
- ✦ Assessment of all course modules with comprehensive feedback
- ✦ A minimum of 12 months membership of The Institute of Leadership & Management
- ✦ Leadership assessment profiling (optional and additional fees apply)



Participants will actively engage in practical activities and discussions, enabling them to 'apply' their learning to the real-work environment

WHAT PREVIOUS PARTICIPANTS HAVE SAID ABOUT OUR PROGRAMMES

"I want to thank you for delivering a first class programme that has given me the opportunity to develop my ability as a coach by raising my knowledge and skills and perhaps most significantly for me, has boosted my personal confidence in my day to day work".

"I just want to thank you for your time on this course, I will be using this for the rest of my career as I have learned a lot from my time with you."

"Thank you for your help and support on this course. It has been a brilliant experience!"



This programme can be delivered as a *face to face training programme or virtually*, or as a *blended approach* (a combination of face to face and online).

Our full day training workshops are around 6.5-7 hours (including time for breaks/lunch) and our online workshops are usually around 3 hours per workshop. However, for in-house programmes we are happy to deliver the programme to suit our partner's wants and needs.

We will work with you, our partner, to agree on the best programme content and delivery structure for you and the participants attending the programme. We will always agree in advance with you, our partner, the programme workshop dates and times.

Course Fees & Next Steps

Our in-house qualification fees vary depending on a range of factors, such as:

- ✦ Delivery method (online, face to face, or a combination of both)
- ✦ Modules selected
- ✦ Venue costs (if to be delivered face to face)
- ✦ Travel costs
- ✦ Number of participants joining the programme
- ✦ Number of cohorts undertaking the programme

Please contact us to discuss your needs and we can put together a personalised quote for you.

Payment Terms

We will require a Purchase Order number at the time of booking confirmation and our partners are required to sign our 'Services Agreement' which outlines our full terms and conditions and bespoke conditions and requirements for each programme/service provided.

Next Steps

We would love to get the conversation started with you and learn more about how our team at Grow can help your organisation. Please contact us via email:

enquiries@growdevelopmentsolutions.com, or telephone: 01778 382781 / 07967603236

We hope to have the opportunity to work with you soon and deliver an in-house programme to meet your needs!