



Grow Development Solutions

ILM Level 5 Award/Certificate/Diploma in Leadership &
Management (In-House Programmes)

Programme OVERVIEW

We offer the ILM Level 5 Leadership & Management qualifications at **Award**, **Certificate** or **Diploma** Level.

Each qualification is made up of a range of modules covering core leadership and 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:

- ✦ Becoming an Effective Leader (Group 1, Value: 5 credits)
- ✦ Developing and Leading Teams to Achieve Organisational Goals and Objectives (Group 1, Value: 4 credits)
- ✦ Motivating People in the Workplace (Group 2, Value: 2 credits)
- ✦ Understanding the Skills, Principles and Practice of Effective Management Coaching and Mentoring (Group 1, Value: 5 credits)
- ✦ Leading Innovation and Change (Group 1, Value: 5 credits)
- ✦ Managing Stress and Conflict in the Organisation (Group 1, Value: 3 credits)
- ✦ Developing Your Leadership Styles (Group 2, Value 4 credits)
- ✦ Managing for Efficiency and Effectiveness (Group 1, Value: 4 credits)
- ✦ Understanding Financial Management (Group 2, Value: 3 credits)
- ✦ Developing People in the Workplace (Group 2, Value: 5 credits)

Award Level Requirements: To successfully complete the 'Award' at Level 5, participants must attain a **minimum of 6 credits and no more than 12 credits** to achieve this qualification. All modules taken for the 'Award' must be 'Group 1' modules.

Certificate Level Requirements: To successfully complete the 'Award' at Level 5, participants must attain a **minimum of 13 credits and no more than 36 credits** to achieve this qualification. Modules chosen can be a combination from Group 1 and Group 2, with a maximum of 6 credits from the Group 2 modules.

Diploma Level Requirements: To successfully complete the 'Award' at Level 5, participants must attain a **minimum of 37 credits** to achieve this qualification. Modules chosen can be a combination from Group 1 and Group 2, with a maximum of 18 credits from the Group 2 modules.



Overview of Modules

KEY TOPICS & CONTENT

Becoming an Effective Leader (Group 1, Value: 5 credits)

Core Learning Outcomes:

- ✦ Understand own ability to fulfil key responsibilities of the leadership role (reviewing styles and approaches)
- ✦ Evaluate own ability to lead others and make recommendations for development

Module Option and Dates:

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

Developing and Leading Teams to Achieve Organisational Goals and Objectives (Group 1, Value: 4 credits)

Core Learning Outcomes:

- ✦ Understand the importance of leading teams to achieve organisational goals and objectives
- ✦ Be able to develop and lead teams (using a range of techniques and approaches)

Module Option and Dates:

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

Motivating People in the Workplace (Group 2, Value: 2 credits)

Core Learning Outcomes:

- ✦ Understand the factors that may affect performance and motivation in the workplace
- ✦ Be able to improve levels of motivation and increase performance in the workplace

Module Option and Date:

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



Understanding the Skills, Principles and Practice of Effective Management Coaching and Mentoring (Group 1, Value: 5 credits)

Core Learning Outcomes:

- ✦ Understand the purpose of coaching and mentoring within an organisational context
- ✦ Understand the skills, behaviours, attitudes, beliefs and values of an effective coach or mentor
- ✦ Understand the role of contracting and the process to effectively coach or mentor
- ✦ Understand the principles of effective coaching or mentoring in practice and how to evaluate benefits

Module Option and Dates:

- ✦ This module can be chosen for the **Award, Certificate or Diploma** qualification
- ✦ This module can be delivered over three online workshops, or 1.5 days face to face training workshops

Leading Innovation and Change (Group 1, Value: 5 credits)

Core Learning Outcomes:

- ✦ Understand the need for innovation and change management within an organisation
- ✦ Be able to propose innovative solutions to improve organisational performance
- ✦ Be able to lead and manage change within an organisation

Module Option and Dates:

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

Managing Stress and Conflict in the Organisation (Group 1, Value: 3 credits)

Core Learning Outcomes:

- ✦ Understand the effectiveness of own organisation in dealing with stress and conflict
- ✦ Improve the management of workplace stress and conflict in own area of responsibility

Module Option and Date:

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



Overview of Modules

KEY TOPICS & CONTENT

Developing Your Leadership Styles (Group 2, Value 4 credits)

Core Learning Outcomes:

- ✦ Understand the outcomes of effective leadership and assess own leadership styles
- ✦ Understand the implications of own leadership styles for self and for leadership within own organisation
- ✦ Be able to assess own leadership behaviour and understand how to develop own leadership style and effectiveness

Module Option and Dates:

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

Managing for Efficiency and Effectiveness (Group 1, Value: 4 credits)

Core Learning Outcomes:

- ✦ Be able to assess the organisation's ability to manage efficiently and effectively to achieve targets and objectives
- ✦ Be able to evaluate own ability to manage efficiently and effectively

Module Option and Dates:

- ✦ This module can be chosen for the **Award, Certificate or Diploma** qualification
- ✦ module can be delivered over two online workshops or one full-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 be chosen for the **Certificate or Diploma** 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

Core Learning Outcomes:

- ✦ Understand the importance of promoting personal development
- ✦ Be able to plan for an individual's development (using a range of methods)

Module Option and Dates:

- ✦ This module can be chosen for the **Certificate or Diploma** qualification
- ✦ This module can be delivered over two online workshops or one full-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: Becoming an Effective Leader and Developing and Leading Teams to Achieve Organisational Goals and Objectives

Certificate Level: Suggested Modules: Becoming an Effective Leader, Developing and Leading Teams to Achieve Organisational Goals and Objectives, Motivating People in the Workplace, Understanding the Skills, Principles and Practice of Effective Management Coaching and Mentoring and Leading Innovation and Change

Diploma Level: Those who want to complete the full Diploma will be required to complete the majority of the modules, to achieve a minimum of 37 credits overall.

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!