

The Chartered Management Institute Level 4 Introductory Diploma

5 Days CMF

OVERVIEW

This internationally recognised qualification from the Chartered Management Institute will give aspiring middle managers the opportunity to practice and develop industry-leading management skills, knowledge and behaviours and complete a focussed work-based assignment without interfering with their demanding operational role.

The CMI is widely recognised as the UK's leading professional qualification body for middle managers. Upon successful completion of this challenging and interactive 5 day modular programme and its associated assignment, participants will be awarded the CMI Level 4 Introductory Diploma in Management.

Structure

The programme contains seven key units which cover the skills, knowledge and understanding that a middle manager requires to be successful in that role. In addition there will be a small amount of pre-course and evening work to prepare participants for the final assignment which will be completed following the course itself.

DESIGNED FOR

This programme is ideal for participants who are either new to their role or considering a move into middle management and are looking for a recognised qualification.

We also offer the Level 5 Diploma.

LEARNING OUTCOMES

By the end of this course participants will be able to:

- Prepare and carry out a personal development plan, with particular emphasis on management style and on working with others.
- Analyse business information, make a recommendation and present it effectively.
- Identify and plan to meet stakeholder requirements, including specifying the required resources (physical/financial).
- Accurately specify the personnel required to meet a specified objective.
- Promote quality, health & safety or continuous improvement - taking account of any relevant major legal requirements.
- Assist others to develop and learn effectively.
- Address and improve poor performance within their team quickly.

TOPICS COVERED

Developing your Management Style

- The skills and knowledge required by an effective manager
- The importance of seeking personal feedback – making it happen
- How to set clear business and personal objectives
- The importance of effective delegation – first time, every time
- Developing the trust and support of others

Managing Information and Communication

- Why good information management is vital to your success
- The key information you need as a manager and how best to obtain it
- How information can be used to expedite decision making
- Communicating in today's world of management, including a 'presenting information' masterclass
- Complying with legal and organisational requirements relating to the handling of information

Focusing on Customers and Marketing

- Your role in relation to your organisation's goals and its clients, customers and stakeholders
- Understanding the core principles of marketing, and how they can apply to tasks and activities

Planning and Managing Resources

- How to plan successfully to meet requirements and monitor progress
- The importance of effective resource management
- The range and use of physical and financial resources in the workplace

Recruiting and Selecting Staff

- The recruitment and selection process deconstructed
- Why fairness, objectivity and equality is important, and how to ensure it happens
- Developing your skills in specifying requirements and selecting personnel

Maintaining and Improving Health, Safety and Quality

- Key principles for promoting a productive and safe working environment, taking account of the main legal requirements
- Understanding the meaning and importance of quality and applying core quality concepts
- Continuous improvement, the need for change and how people respond to change

Working with Others

- Unlocking how people learn, the importance of people development in improving organisational effectiveness and the range of development activities available
- Performance monitoring and assessment
- What poor performance is and best practice approaches/solutions

Action Planning

- Identifying opportunities to apply the learning from the programme
- Assignment support structure
- For organisations requiring a number of managers to be trained in the seven core units this programme can be delivered in-house

EXTRA NOTES

*Further Development:
Interpersonal Effectiveness for Managers (IEM)*