

# The Chartered Management Institute Level 5 Diploma in Management

20 Days CMI1

## OVERVIEW

Available only as a tailored in-company programme, this is a fully integrated and highly challenging middle management learning solution, leading to an internationally recognised qualification.

Widely recognised as the UK's leading professional qualification for middle managers, this fully flexible modular award can be completed over 12-24 months, and provides candidates with a thorough grounding in advanced management theory and best practice.

### Structure

The course is structured into eight distinct units mirroring the key competencies and skills required of today's manager.

## DESIGNED FOR

This programme is designed for middle managers, or those senior managers who want to consolidate their skills and experience by achieving the Diploma. Anybody considering this qualification should be prepared to complete work based assignments after each of the eight modules contained in this programme. At the end of the programme, participants will complete a work based project (approx 4000 words) on a mutually agreed business topic.

## TOPICS COVERED

### Resource Management

- Developing trust and support through a consultative approach
- Preventing and handling conflict in working relations with others

### Financial Control

- Analysing and understanding non-financial resource planning
- Selecting and managing supplier relationships
- The importance of sound financial management and budgetary control
- Interpreting financial information and managing expenditure

### Meeting Stakeholder and Quality Needs

- Identifying your key internal and external stakeholders
- Your legal obligations in promoting a healthy and safe workplace
- Quality standards and concepts – TQM, benchmarking, quality assurance and control
- How to successfully plan and implement change

### Information Based Decision Making

- The importance of good information management and technological impact
- Methods of information storage, access, protection and retrieval
- The decision making process
- Preparing for and facilitating meetings

### Performance Management

- How to set and agree clear performance objectives and work plans
- Reviewing and improving individual performance
- Understanding discipline and grievance guidelines and legislation
- Managing, supporting and assessing performance of a dispersed team

### Managing Recruitment and Selection

- Legislative and organisational requirements applying to recruitment and selection processes
- The recruitment and selection process uncovered
- Examining candidate data and assessment options
- Making, justifying and communicating fair selection decisions

### Personal Development as a Manager and Leader

- Understanding and applying the principles of team and individual motivation
- Assessing your team's learning and development styles and requirements
- Development methods and opportunities in the workplace
- Constructing a practical development plan

### Human Resources Development

- Devising a human resource plan to meet organisational objectives
- Assessing capabilities of staff to meet objectives
- Developing and agreeing personal development plans with individuals
- Initiating, reviewing and evaluating the plan

