

# ilm qualifications in management

essential strategies for business success

## About us

Established in 1996, t2 business solutions has grown to become one of the largest providers of executive development in the UK. We currently work with thousands of organisations across the UK, training and coaching hundreds of people each year.

## ilm qualifications in management

The Institute of Leadership and Management (ILM) is the most widely recognised awarding body for managers in the UK and Europe today. It is for this reason t2 has partnered with the ILM to deliver our qualifications.

## What will I learn?

You will learn ways to ensure all your staff are working for you and are fully aligned with the organisation and its needs. Particular emphasis will be paid to advanced motivation techniques and new breakthroughs in developing your staff to improve performance.

Each qualification is an accelerated learning experience of best practice and latest thinking in management from around the world.

## How will my company or organisation benefit?

You will develop the tools and techniques to transform your team to achieve your organisation's targets, goals and milestones whilst developing a team dynamic and ethic for continuous improvement that will last for years to come.

## Entry requirements

There are no formal entry requirements, but participants will normally be either practising or aspiring team leaders or managers with the opportunity to meet the assessment demands and have a background that will enable them to benefit from the programme.

All learners gain free studying membership of the ILM for one year. This provides access to a wide range of on-line resources such as reading lists, study guides, suggested websites for further research and other tailored resources to help participants complete the programme successfully.

## ILM Level 2 Award in Team Leading

**Duration** - 2½ days

This qualification is specially designed to give practising or aspiring team leaders a solid foundation in their formal development as a leader.

### Programme Content

Developing yourself and your own performance:

- Programme overview
- The role of a team leader
- Identify limits of authority & accountability
- Performance feedback techniques
- Improving own performance

Leading your team at work:

- The difference between Leadership and Management
- Identifying Leadership styles
- Developing self-managed teams
- Empowerment and job enrichment

Motivate your team:

- Identify performance requirements
- Address underperformance within the team
- Use interpersonal skills effectively
- Motivate effectively

### Assessment

Assessment will be through three reflective reviews.

## ILM Level 3 Award in First Line Management

**Duration** - 4 days

This qualification is specially designed to give practising or aspiring first line managers a solid foundation in their formal development as a manager.

### Programme Content

Introduction to Leadership and Management:

- Programme overview
- Understanding Leadership and Management
- Review own Leadership and Management Potential

Building the Team:

- Behaviours to develop and maintain trust
- The importance of confidentiality
- The stages of team formation
- Identifying team roles

Solving problems and decision making:

- The nature, scope and impact of problems
- Gathering and interpreting information to solve problems
- Evaluating solutions
- Planning and implementing decisions

Motivate and coach your team:

- Assessing performance
- Meeting organisational and individual needs
- Motivate and coach to improve performance
- Feedback in the workplace

### Assessment

Assessment will be through work based assignments to demonstrate achievement of learning outcomes. You will also be required to complete a reflective review to demonstrate application in the workplace.

## ILM Level 5 Award in Management

**Duration** - 5 days

This qualification is specially designed to give practising or aspiring middle managers a solid foundation in their formal development in this role.

### Programme Content

Introduction to the Role of a Manager:

- Programme overview
- Vision, mission and value statements
- The role of a manager
- Management styles
- Organisational structure
- Effective communication
- Self-assessment

Become an effective leader:

- The role of a leader
- Leadership theories
- Leadership styles
- Emotional intelligence
- Motivation
- Effective delegation
- Empowerment
- Mentoring

Managing individual development, stress and conflict:

- The causes of stress
- Conflict situations
- Managing actions to reduce stress and conflict
- Gap analysis / TNA
- Learning and development methods
- Learning and development plans
- Evaluation

### Assessment

Assessment will be through work based assignments to demonstrate achievement of learning outcomes. You will also be expected to complete a reflective review to demonstrate application in the workplace.

## Contact

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## Offices

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