

EVERYONE HAS AN INNER GENIUS

We can help
you find yours



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CMI Level 3 Certificate in Principles of Management and Leadership

These programmes build upon your work place experience to give you the skills and knowledge to become an effective first line manager.

COURSE OVERVIEW

These qualifications are designed for those who are or who aspire to be supervisors and first line managers who have operational responsibility for a defined area of activity; this qualification gives junior managers the communication and motivational skills to help improve operational efficiency.

MODULES

Choose two/three from the following, a minimum of 121 Total Unit Time (TUT) hours is required to achieve the Certificate:

- Principles of Management and Leadership (68 TUT)
- Managing a Team to Achieve Results (53 TUT)
- Building Stakeholder Relationships using Effective Communication (40 TUT)
- Contributing to the Delivery of a Project (55 TUT)
- Managing Daily Activities to Achieve Results (40 TUT)
- Managing Budgets and Resources (50 TUT)
- Managing Data and Information (45 TUT)
- Managing Own Personal and Professional Development (45 TUT)

LOCATION

WORCESTER
WMLT-CT3-1921

COURSE LENGTH

14 weeks approximately

COURSE FEES

£490 (includes a CMI registration fee of approx £118)

AWARD ON SUCCESSFUL COMPLETION

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HOW TO APPLY

Please apply through our website at www.howcollege.ac.uk

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ENTRY REQUIREMENTS

No formal entry requirements.

DELIVERY INFORMATION

One taught session per week, Tuesdays 18.00 - 21.00, culminating in a written assignment for each module. In addition three hours per week personal study will be required.

METHODS OF ASSESSMENT

Written assignment for each module, feedback will be provided to assist with your development and future submissions.

STAFF EXPERIENCE

Lecturers have occupational experience in areas of management and leadership as well as degree level or higher academic qualifications. In addition, each will have a recognised teaching qualification.

PROGRESSION

On successful completion of the Level 3 Certificate in First Line Management you can progress to the Diploma in First Line Management at Level 3. You can also apply for Associate Membership of the CMI.

ADDITIONAL INFORMATION

Additional information for this course, including module outlines can be found on the CMI website (managers.org.uk).