

ILM LEVEL 4 QUALIFICATIONS IN LEADERSHIP AND MANAGEMENT

ILM LEVEL 4 PROGRAMME OVERVIEW

The ILM Level 4 Programme is designed for new and aspiring **Middle Managers**, including departments heads and project managers. Learners will develop a sound base of business and management knowledge, and develop their skills with which to lead people with confidence.



LEARNING WITH INSPIRE GLOBAL

Some reasons why busy managers choose to develop their careers with Inspire:

- **Quality** - Inspire Global programmes are quality assured by the ILM, Europe's leading management certification body.
- **You are in Control** – to learn at our own pace from any location.
- **Affordability** – Inspire Global online learning offers significant cost savings over conventional training.
- **True Online Learning** - through the Inspire E-Learning Portal, accessible on all mobile devices.
- **Offline Learning** – comprehensive learning manuals and other learning resources available for download.
- **Tutor Support** is available through email, web conferencing and phone, throughout your program.
- **ILM Membership** – all candidates have membership of the ILM for the duration of the programme.

LEVEL 4 QUALIFICATIONS

ILM Level 4 **AWARD** in Leadership and Management – concise qualification: **5** credits (2 units).

ILM Level 4 **CERTIFICATE** in Leadership and Management – the benchmarked qualification: **13** credits (4 to 5 units).

ILM Level 4 **DIPLOMA** in Leadership and Management – comprehensive qualification: **37** credits (9 to 12 units).

Written assessments for each course: approx. 2000 words

ILM CERTIFICATION

On completion of the programme, candidates receive certification from the **Institute of Leadership and Management.**



PROGRAMME CONTENT

Candidates can select from **60 units**:

PROGRAMME CONTENT (Sample of units available)

- Understanding the Management Role
- Delegating Authority in the Workplace
- Developing People in the Workplace
- Developing your Leadership Styles
- Management Communication
- Managing Personal Development
- Managing Meetings
- Motivating People in the Workplace
- Solving Problems by Making Effective Decisions
- Managing and Implementing Change in the Workplace
- Managing Improvement
- Leading Innovation and Change
- Managing Individual Development
- Managing Stress and Conflict in the Organisation
- Managing Customer Relations
- Managing Resources
- Making Professional Presentations
- Developing and Leading Teams to Achieve Organisational Goals and Objectives
- Becoming an Effective Leader
- Effective Management Coaching and Mentoring
- Planning and Allocating Work
- Understanding Customer Service Standards and Needs
- Understanding Conflict Management in the Workplace
- Understanding Training and Coaching in the Workplace
- Understand Performance Management
- Understanding Negotiation and Networking
- Developing Relationships in the Workplace
- Leading and Motivating a Team Effectively
- Planning and Monitoring Work
- Understanding Change in the Workplace