



ILM Level 5 Diploma Programme

The ILM Level 5 Diploma Programme in Leadership & Management consists of the following units, ILM credit values and guided learning hours.

- ▶▶ Two hour induction
- ▶▶ At least seven hours tutorial support
- ▶▶ Total Credit Value: 44
- ▶▶ Tutorial Support: 44 hours
- ▶▶ Guided Learning: 161 hours

ILM Reference	Unit Title	Level	CV	GLH	Group
8607-400	Understanding the Management Role to Improve Management Performance	4	4	15	2
8607-401	Planning & Leading a Complex Team Activity	4	4	6	2
8607-408	Management Communication	4	4	18	2
8607-417	Managing & Implementing Change	4	6	24	2
8607-503	Developing Critical Thinking	5	4	18	1
8607-505	Managing Individual Development	5	4	18	1
8607-506	Managing Stress and Conflict	5	3	8	1
8607-511	Managing Projects in the Organisation	5	4	18	1
8607-518	Making Professional Presentations	5	2	9	1
8607-519	Developing & Leading Teams	5	4	18	1
8607-522	Becoming an Effective Leader	5	5	9	1
Total			44	161	

Understanding the Management Role to Improve Management Performance (8607-400)

The role of the management team and the managers employed within an organisation are pivotal to the success or otherwise of the organisation. Within all organisations there are different levels of management, demanding managers possess or acquire different skills sets to be effective in the role, and, crucially, different organisational configurations which reflect either the culture of the organisation or the work being carried out

Planning & Leading a Complex Team Activity (8607-401)

Efficient and effective planning and leadership are vital for satisfactory completion of complex team activities. One of the most well-worn phrases you will hear in organisations when dealing with complex situations is ‘we don't have enough time’ – to which the reply (or response) is more than likely to be ‘work harder!’ Working harder can lead to diminishing returns, frustration, over-work and stress and, ultimately, burnout.

Management Communication (8605-408)

This workbook and the various exercises within it, introduce you to the challenges of management communication: key skills are examined that will enable you to confidently tackle this element of your role or future role as a manager. The exercises will require you to consider theories that align with each topic but, importantly, you will be expected to make parallels with your own experience in the workplace, which will help in ensuring that you communicate effectively.

Managing & Implementing Change (8607-417)

To understand change and therefore to be able to successfully plan and implement change in the workplace, managers need to be aware of the different types of change, the origins of change and the way in which people react to and cope with change.

Developing Critical Thinking (8607-503)

The role of the leadership and management team and the managers employed within an organisation are pivotal to the success or otherwise of the organisation. In particular it is the critical thinking that goes into both strategic and operational decision making that will play a major part in defining the level of success or otherwise of the organisation.

Managing Individual Development (8607-505)

This workbook, and the various activities within it, will introduce the principles and practices associated with Managing Individual Development. The various activities will require you to consider theories and models relating to each topic but, importantly, you will be expected to make parallels with your own experience in the workplace, which will help in ensuring that you can lead your team(s) effectively.

Managing Stress and Conflict (8607-506)

The distinction is often made between positive stress and negative stress. It is when stress is negative and is impacting on people and their work, that managers have a role, and a legal responsibility, to take action to alleviate the situation. It is dealing with negative stress that is the focus of much of the material in this Workbook.

Managing Projects in the Organisation (8607-511)

Project management as a concept and a management activity has its origins in the manufacturing and engineering sectors; consequently many of the tools and techniques that are commonly used today come from these sectors. However, as a discipline in its own right, project management has considerable utility beyond these sectors. Indeed, it is now expected that most effective middle managers will possess sound project management skills.

Making Professional Presentations (8607-518)

The manager's role will invariably involve making presentations. What is for sure is that in organisations, people that speak and present well, do well! Dale Carnegie in his 1945 work 'Public speaking and Influencing [people] in Business' made the now widely accepted assertion that those looking to impress at work and to accelerate their careers should practise public speaking.

Developing and Leading Teams (8607-519)

Leadership and management are often talked about in ways that suggest the 2 disciplines are different and yet somehow interchangeable. This Workbook will enable you to explore and understand the differences between leadership and management. It also will provide you with the opportunity to consider how both leadership and management are essential for anyone who has responsibilities for staff.

Becoming and Effective Leader (8607-522)

This Workbook will enable you to explore and, for the more experienced middle manager, refresh your understanding of the significance of leadership and learn how you might refine your application of leadership skills to significantly improve your performance as a leader and manager.