

Management Development

CMI Level 3 in First Line Management

The Level 3 qualifications in First Line Management have been developed specifically for supervisors and first line managers who have operational responsibility for a defined area of activity. It enables junior managers to learn and develop their communication and motivational skills in order to help improve their operational efficiency. The different levels offered are:



Level 3 award in first Line Management
Level 3 Certificate in First Line Management
Level 3 Diploma in First Line Management

| Qualification Modules |
|---|
| Personal development as a first line manager |
| Resource planning |
| Meeting stakeholder needs |
| Developing Individuals and teams |
| Recruitment and selection |
| Maintaining quality standards |
| Improving team performance |
| Management communication |
| Being a leader |
| Introduction to First Line Management |
| Corporate social responsibility |
| Managing stakeholder expectations (Diploma level only) |
| Introducing organisational culture, values and behaviour (Diploma level only) |
| Managing team dynamics (Diploma level only) |
| Management report writing (Diploma level only) |
| Management and leadership influencing skills (Diploma level only) |
| Managing equality and diversity (Diploma level only) |

Please note that any of the above Modules can be delivered as an in house short courses.

For further information please contact Angela Colebrook, Customer Relationship Manager on 0161 246 2951 or email angela@co-op.ac.uk

CMI Level 5 in Management and Leadership

The Level 5 qualifications in Management and Leadership are designed for practising middle managers who wish to develop their core management skills and practices, or for people wanting to progress upwards towards senior management roles. These qualifications focus on the personal development of the individual learner's management capabilities and competencies to enable them to be more efficient and confident in their management role. The different levels offered are:



- Level 5 Award in Management and Leadership**
- Level 5 Certificate in Management and Leadership**
- Level 5 Diploma in Management and Leadership**

| Qualification Modules |
|--|
| Personal development as a manager and leader |
| Information based decision making |
| Performance management |
| Resource management |
| Meeting stakeholder and quality needs |
| Conducting a management project |
| Financial Control |
| Marketing planning |
| Project developing and control |
| Human resource development |
| Managing recruitment and selection |
| Being a leader |
| Leadership practice |
| Introduction to Management and Leadership |
| Operational risk management |
| Organisational corporate social responsibility |
| Ethical organisational management |
| Managing the change process |
| Leading equality and diversity |
| Managerial networks |
| Managing ideas and innovation |
| Managerial decision making |

Please note that any of the above Modules can be delivered as an in house short courses.

For further information please contact Angela Colebrook, Customer Relationship Manager on 0161 246 2951 or email angela@co-op.ac.uk