



The Diploma in Management (L5) Middle Manager / Professional Development Programme

We can help you to:

- Improve your effectiveness in the organisation
- Develop yourself and your team
- Support the development of a motivated workforce
- Build on best practice
- Create a positive working environment
- Identify and increase individual and team performance
- Develop your operational capability
- Learn in a supportive environment
- Develop your questioning and thinking skills.

Programmes Accredited by the Chartered Management Institute and the Institute of Leadership and Management.

This management programme is designed to meet the needs of middle managers wishing to develop the knowledge and skills necessary to support their career in management. The programme concentrates on the practical application of management and the underpinning theoretical principles in the context of the developing middle manager.

The process begins with a personal development needs analysis to identify your skills and competences against the Diploma in Management modules, as well as looking at aspects of your personality, learning style and team role.

You will complete work based activities, assignments and a project. You will be involved in an Action Learning approach, which means that you will be expected to develop your thinking and skills about your real work, share your expertise and learning. If you prefer, this programme can be achieved by individual coaching sessions. You will be able to review how you lead and manage others and guide them to achieve the organisation's vision, mission and goals.

All our programmes aim to support the individual and their organisation, the more the qualification links with the organisational and individual needs the more successful and effective the programme is likely to be.

Chartered Management Institute

The Diploma in Management is a well recognised qualification accredited by the Chartered Management Institute. An important part of the qualification is developing your underpinning knowledge of relevant theories

Membership of the Institute provides help with this by giving you: access to the largest management library in Europe; a full text online database of management topics including the Harvard Business Review; regular events organised through your local branch; the Journal; Professional Manager and special member offers.

As a member of the Institute you have the opportunity to become a Chartered Manager.

See www.managers.org.uk for information.

How the programme operates

The programme has several key design features that reflect how managers learn most effectively. These include:

- Monthly workshops on specific topics (see overleaf for details)
- Materials to support your learning and to guide you towards the requirements of the Diploma in Management
- Regular feedback and assessment against activities completed
- Individual coaching support to assist your progress

The programme has been designed to ensure participants can take an incremental approach to their development.



How do I Join?

The starting point for this exciting programme of development is to contact Action Development Group. Contact details shown overleaf.

Once your eligibility for the programme has been confirmed you will sign up and off you go.



Diploma in Management – Level 5

Modules

Developing as a Manager/Leader	A chance to analyse and identify your own development needs and to focus on how you are using your time now, and how you can improve your management skills and style to create a successful future	5001
Leadership Practice	The focus here is on understanding the differences between leadership and management and how both are important in an organisation. You will look at different leadership styles and practices and ensure you understand when and how these can apply	5013
Managing Information and Decision Making	How effectively do you utilise information? What kind of information do you gather to enable you to be confident that you have made the best decisions. Communication and decision making are an important part of a manager's everyday work. This module focuses on the tools and techniques that can help you to develop this skill.	5002
Managing Performance	This module is about all aspects of performance management from setting objectives and devising a work plan to applying practical steps to encourage team members involvement. It moves from the identification of individual development needs to setting performance objectives, identifying what constitutes poor performance and identifying the disciplinary and grievance procedures you can employ.	5003
Managing Resources	The focus here is on planning, managing and analysing the use of physical and financial resources in your area. It is also about providing accurate information to decision makers to assist in resource planning	5004
Managing Quality	This module is about your role in maintaining standards, and meeting the needs of stakeholders. It is about developing a work culture that encourages and fosters change, where continuous improvement is intrinsically linked with	5005

Optional Units (choose 2)

Managing Marketing , Managing Financial Resources, Managing Projects, Managing Recruitment and Selection, Managing HRD, Leadership Practice

Project

Conducting a management project	All participants must identify an appropriate work related topic to develop into their management project. Your advisor will help you to work through the key aspects required.	5006
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Tel: 01772 679154 Mobile: 07803 741262 Web: www.adgroup.co.uk



Your partner for Learning, Development and Performance Improvement