



NVQ 3 in Leadership & Management

(2005 Standards)

Are you responsible for managing people and / or resources, do you want to:

- Review your own development and create a plan for success
- Learn how to lead and manage a team more effectively
- Improve your ability to communicate and set objectives
- Improve the level of service you provide to others

If so the Junior Management Development Programme could be for you! Here is what a previous customer has said about the programme:-

'The programme has really empowered our managers and team leaders – they are more confident and challenging in their approach to their jobs and the issues they face.'

We provide development programmes that focus on YOU and YOUR NEEDS. Learning is based around your real work – you will not focus on hypothetical situations. You will make improvements that will impact on your job.

Development and effective change will become natural. The programme builds from your present level of knowledge and experience.

This programme is for those who want to:-

- **Improve their organisations**
- **Reduce their frustrations**
- **Improve Teamwork**
- **Improve Communication**
- **Be more influential**
- **Develop real confidence**
- **Think positively**
- **Take responsibility**
- **Motivate others**
- **Think laterally**

Chartered Management Institute

The Chartered Management Institute NVQ Level 3 in management will be awarded to all participants successfully completing the programme. Membership of the Institute provides additional benefits including access to the largest management database in Europe and regular events and publications about and for managers.

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institute**

inspiring leaders

How the programme operates

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

- Workshops and / or coaching support on the subjects detailed overleaf
- Workbooks to support learning in the workplace that meet the needs of the NVQ 3 in Management.
- Individual coaching to assist your progress.
- Regular meetings with your advisor / assessor to progress your work and support your development

The programme has been designed so that participants can join at any time and complete the programme within an agreed timescale.



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. An outline of the programme is shown overleaf.



Programme Outline – NVQ Level 3 in Management

Development Explorer	▶ An opportunity to explore your learning and development strengths and needs. You will use a range of investigative tools, and one to one meetings with your advisor you will confirm your development plan for the programme	A2
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Core Units (Must be completed)

Leading Teams	▶ A chance to review how effectively you provide clear direction to your team and how you motivate and support them to achieve the vision and objectives. Developing your skills in motivation is a key aim of this module.	B6
Managing Performance	▶ Focus here is on how you ensure you get the job done by being aware of performance issues and managing performance effectively.	D6
Developing Positive Working Relationships	▶ How well do you develop positive working relations with your colleagues and other stakeholders? This is a crucial part of being a manager. This is an opportunity to question yourself and to identify improved methods to influence others and to achieve more of what you need to achieve.	D1
Health & Safety	▶ Through this module you will Identify key health & safety issues, carry out a risk assessment and make improvements to Health & Safety in your area of work.	E6

Optional Units (a further two optional units must be covered – *change* below counts as two)

Managing Change (Suggested Option)	▶ Change is one of the biggest issues managers have to deal with today. This module will enable you to explore how you plan for change, so that change can be implemented successfully and with the least resistance.	C5 & C6						
Alternative Options (Two Units Required)	<p>The following options may be chosen if they are more relevant to you and your management situation. You will need to choose 2 options (if you do not choose change above).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Encouraging Innovation – C2</td> <td style="text-align: center;">Managing Projects – F1</td> </tr> <tr> <td style="text-align: center;">Recruitment and selection – D3</td> <td style="text-align: center;"></td> </tr> <tr> <td style="text-align: center;">Training and Development – D7</td> <td style="text-align: center;">Customer Service – F6 and F8</td> </tr> </table>	Encouraging Innovation – C2	Managing Projects – F1	Recruitment and selection – D3		Training and Development – D7	Customer Service – F6 and F8	See content left
Encouraging Innovation – C2	Managing Projects – F1							
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Training and Development – D7	Customer Service – F6 and F8							

The right hand column indicates the units of competence (NVQ3) Further information on open course availability can be found on www.lifetimetraining.com and our website.

Information on the content of the NVQ Units is available on www.management-standards.org

Upon completion of this award you may wish to consider progressing onto the NVQ4 in Leadership & Management, a Chartered Management Institute Certificate or Diploma Award.

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