



NVQ 4 in Leadership & Management

(2005 Standards)

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.

This management programme is suitable for managers who are at the second stage of their management career; they will typically have one or more Team Leaders/Supervisors reporting to them or provide a specialist service to others which involves leading and managing an area or project. Typical examples include project management, quality management, personnel management, engineering manager etc.

This programme begins with a development needs analysis (Explorer) to identify your skills and competencies against the National Standards for Management, as well as looking at aspects of your personality, learning style and team role.

You will complete a series of work based development modules. These will enable you to review how you lead and manage others and guide them to achieve the organisations vision, mission and goals. Completion of these modules and assessment will lead to the award of an NVQ Level 4 in Management.

Chartered Management Institute

The Chartered Management Institute NVQ Level 4 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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management

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inspiring leaders

How the programme operates

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

- Personal coaching and support in the Development of a Focused Personal Development Plan linked to Job Role and the Benchmark Standards for Management & Leadership.
- Workshops on specific topics (see overleaf for details)
- Structured Development Modules to support learning in the workplace that meets the needs of the NVQ 4 in Management
- Regular Feedback and assessment against activities completed
- Individual coaching support to assist your ongoing Learning and Development.

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. An outline of the programme is also shown overleaf.



Programme Outline – NVQ Level 4 in Management

Development Explorer	Focuses on your learning and development through a range of development diagnostics, one to one meetings with your advisor and use of the Chartered Management Institute Website	A2
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Core Units (all the core units must be completed)

Planning to Succeed	An opportunity to review how you plan, and whether your planning is effective. Through this module you will look at how planning starts at the strategic level and cascades to your team and is affected by your own time management.	B1
Building Positive Relationships	This module is about developing productive working relationships with colleagues, within your own organisation or other organisations	D2
Managing Business Processes	A chance to explore your understanding of the key business processes of your organisation. What impact do you have on the cohesion and effectiveness of business processes and ensuring they work for you and your people	F3
Improving Health & Safety	As a manager you are key to maintaining a healthy workforce and ensuring the environment for work is safe as well as healthy. You will review your responsibilities and approach to Health and Safety with a focus on the key issues today such as: managing stress, the pull between H&S, performance and cost.	E6
Encouraging Innovation	This module is about encouraging and supporting the identification and practical implementation of ideas in your area of responsibility. Ideas generated by you, your team or other stakeholders may include: <ul style="list-style-type: none"> • New products and / or services • Improvements to existing products and / or services • Improvements to working practices, procedures, ways of working. 	C2

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

Managing Change (Suggested Option)	This unit is about planning and putting into practice the strategy and associated plans for a specific change or programme of change. This involves developing and putting into practice a strategy to make the change that is needed, taking note of barriers, risks and the need to put appropriate monitoring and communication in place to turn the 'vision' into a practical reality.	C5 & C6								
Alternative Options (Two Units Required)	If managing change is not an appropriate module for you, you may prefer to choose 2 of the following options:- <table border="1" style="width: 100%; text-align: center;"> <tr> <td>Leading Teams – B6</td> <td>Professional Projects – F1 and F2</td> </tr> <tr> <td>Effective Selection – D3</td> <td>Essential Networking – A3</td> </tr> <tr> <td>Dynamic Development – D7</td> <td>Managing Customers – F8 and F11</td> </tr> <tr> <td>Managing Performance – D6</td> <td></td> </tr> </table>	Leading Teams – B6	Professional Projects – F1 and F2	Effective Selection – D3	Essential Networking – A3	Dynamic Development – D7	Managing Customers – F8 and F11	Managing Performance – D6		See content left
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Effective Selection – D3	Essential Networking – A3									
Dynamic Development – D7	Managing Customers – F8 and F11									
Managing Performance – D6										

The right hand column indicates the units of competence (NVQ4). Further information is available on www.lifetimetraining.com
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 NVQ5 in Leadership & Management, A Diploma Award and / or seek to become a Chartered Manager.

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