



NVQ 5 in Leadership & Management

(2005 Standards)

Senior Manager & Director Programmes

We can help you to:

- Improve your effectiveness in the organisation.
- Develop yourself and your senior team.
- Develop a more motivated workforce.
- Build on best practice.
- Create a positive working environment.
- Identify and increase individual and team performance.
- Develop your strategic capability.
- Work towards Chartered Manager status.

Programme Accreditation by The Chartered Management Institute

This high level Management programme is suitable for senior managers/ directors with responsibility for guiding the direction of the organisation.

The programme begins with a development needs analysis 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 and building this into your Personal Development Plan for the programme.

You will then complete a series of work-based development modules. These will enable you to review how you lead and manage your teams and guide them to identify and achieve your organisation's vision, mission and goals. Completion of these modules and assessment will lead to the award of NVQ Level 5 in Management. This programme can lead onto Chartered Manager.

Chartered Management Institute

The Chartered Management Institute NVQ Level 5 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 events and publications about and for managers.

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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:

- Workshops on specific topics (see overleaf for details).
- Workbooks to support learning in the workplace that meet the needs of the NVQ 5 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 dynamic development programme is to contact Action Development Group, contact details shown overleaf.

Once your eligibility has been confirmed you will be able to join the programme. See overleaf for the workshop outlines.



Programme begins with the **DEVELOPMENT EXPLORER** that links into the first module

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

NVQ 5 In Management (New Standards)

These modules have been designed to enable you to develop your knowledge, skills, behaviours, and approach to management. They will support you in your current role and provide a solid foundation for future career opportunities.

Leadership

Here you will focus on how you provide direction to people in the organisation and how you enable, inspire, motivate and support them to achieve what the organisation has set out to do. The module guides you to think about how you can develop your Leadership Style to be more influential.

B7

Organisational Development

The continuous improvement of the performance of the organisation is the focus of this module. The emphasis is very much on clearly understanding the organisation, and the external impact on it, then identifying and implementing changes which will add value for your customers and other key stakeholders.

F12

Organisational Health & Safety

This module is concerned with leading the overall approach to Health and Safety in your organisation. There are numerous benefits arising from an effective Health and Safety, including contributing to the well being and productivity of all the people who work for the organisation.

E7

Encouraging Innovation

Creative thinking and innovation are important for all organisations. How do you encourage this in your organisation? Do you have an innovation policy? How will you keep your organisation at the cutting edge in the future? How do you recognise and reward innovation?

C3

Managing Change (Suggested Option)

This unit is about planning, leading and implementing the strategy for change. This involves developing the strategy, taking account of barriers and risks, and ensuring that appropriate monitoring and communication is put in place to turn the change vision into a practical and effective reality.

C5 & C6

Alternative Options (Two Units Required)

If you do not choose Managing Change you will need to choose from the selection below – 2 units are required.

Strategic Thinking – Unit B2	Building Positive Relationships – Unit D2
Business Planning – Units B3 and B4	Dynamic Development – Unit D7
Essential Networking – Unit A3	Professional Projects – Unit F2
Cultivating the Culture - Unit B9	Managing Customers - F9 and F10

See content left

Chartered Manager

The awards detailed can be used to support your application for Chartered Management status

The right hand column indicates the units of competence (NVQ5) Further information is available on

www.lifetimetraining.com

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

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