



Level 7 NVQ in Leadership & Management (2010 Standards)

Senior Manager & Director Programmes

We can help you to:

- Improve your effectiveness and the organisation's effectiveness.
- Develop yourself and your senior team.
- Enhance your strategic thinking and direction.
- Be more effective at making critical decisions
- Create a more motivated workforce.
- Identify appropriate measures for quality and performance.
- Manage change more effectively .
- Demonstrate your Impact on the organisation

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, including 360° feedback, 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 Level 7 NVQ Diploma in Management. This programme can lead onto Chartered Manager.

The Chartered Management Institute Level 7 NVQ 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.



Chartered Management Institute

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

- Individual Coaching and/or Workshops on specific topics (see overleaf for details).
- Workbooks to support learning in the workplace that meet the needs of the Level 7 NVQ in Management.
- Regular feedback and assessment against activities completed.
- Individual coaching support to assist your progress.
- Guided reading (text provided) and research on the latest management topics



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.



A programme that will support you in your practical day to day work – you develop your skills and demonstrate your knowledge, understanding and competence.

Leadership Explorer	▶ The starting point for your learning. This provides you with a number of tools to enable you to explore your performance as a leader and to identify areas for development which you can work on throughout the programme. Includes: LSQ, 360°feedback, Belbin team role analysis, EIQ, RQ	NB7 10 credits
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NVQ 7 In Management (New Standards)

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

Understanding Organisational Culture	▶ Understanding the culture of the organisation is important for any senior manager. What are the core values and the key objectives of your organisation? How do they help you to achieve your business goals? Through this module you will be able to make best use of your culture.	NB9 5 credits												
Strategic Planning	▶ This module will focus on developing a strategic business plan to support the direction of the organisation. It incorporates risk analysis and focuses on the measures you will use to monitor and evaluate the effectiveness of your plans	NB3 8 credits												
Organisation Performance	▶ Quality is an integral part of any effective organisation. Here you will focus on the quality systems in place in your organisation and how these are evaluated and developed. You will also need to demonstrate that you can implement a quality system and identify continuous improvement processes	NF12 10 credits												
Strategic Decision Making	▶ Through this module you will analyse the organisation's environment and assess feedback from stakeholders. You will then use this information to inform and communicate recommendations for improvements	NB2 7 credits												
Leading Change	▶ Leading change is an essential skill for leaders today. Do you understand the models that might help you? Can you gain support for change? How effectively do you support people through change – all these areas are covered through this module.	NC4 9 credits												
Alternative Options	▶ <table style="width: 100%; border: none;"> <tr> <td style="padding: 2px;">Leading Innovation</td> <td style="padding: 2px;">(NC3 – 10 credits)</td> </tr> <tr> <td style="padding: 2px;">Establishing Policies and procedures</td> <td style="padding: 2px;">(NB8a – 8 credits)</td> </tr> <tr> <td style="padding: 2px;">Managing Business Processes</td> <td style="padding: 2px;">(NF3a – 6 credits)</td> </tr> <tr> <td style="padding: 2px;">Managing A Budget</td> <td style="padding: 2px;">(NE1 – 7 credits)</td> </tr> <tr> <td style="padding: 2px;">Managing a programme of complementary projects</td> <td style="padding: 2px;">(NF2 – 8 credits)</td> </tr> <tr> <td style="padding: 2px;">Outsource organizational processes</td> <td style="padding: 2px;">(NE17 – 8 credits)</td> </tr> </table>	Leading Innovation	(NC3 – 10 credits)	Establishing Policies and procedures	(NB8a – 8 credits)	Managing Business Processes	(NF3a – 6 credits)	Managing A Budget	(NE1 – 7 credits)	Managing a programme of complementary projects	(NF2 – 8 credits)	Outsource organizational processes	(NE17 – 8 credits)	Units In Yellow are compulsory. Others can be exchanged for Units here – subject to appropriate credits
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If you are interested in demonstrating IMPACT through your programme you might want to think about working towards Chartered Manager status – ask for more details.

The right hand column indicates the units of competence (NVQ)

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