

ilm Level 3 Award in First Line Management

The **ilm** Level 3 Award in First Line Management is a nationally recognised qualification that has been specially designed to give practising and aspiring first line managers a solid foundation in their formal development as a manager. Through the development of the topics below participants will gain greater self awareness and more confidence when faced with every day managerial situations.



Solving Problems and Making Decisions

This unit has been designed to develop practical techniques for tackling managerial problems and making decisions from gathering and interpreting information through to the effective communication of outcomes. The key elements included in this module are creative problem solving techniques, analysing implementing and monitoring solutions.

Achieving Objectives through Time Management

How to use effective time management to prioritise and achieve tasks, whilst taking into consideration constraining and limiting factors that could hinder achievement of objectives. The key elements of this module include importance and urgency, and the implementation of effective time management techniques including performance management and effective delegation.



Motivating to Perform in the Workplace

Understanding the value of assessing performance, knowing how to motivate teams and individuals to improve output in the workplace and understanding the value of feedback. The key elements of this module include an understanding of what personally motivates us, implementing tools and techniques to encourage and improvement in performance and practising both positive and constructive feedback to raise competence.

Qualification Overview

Title	<ul style="list-style-type: none"> • ILM Level 3 Award in First Line Management
Notional Credit Value	<ul style="list-style-type: none"> • Minimum 5 Credits
Duration	<ul style="list-style-type: none"> • Minimum 34 Guided Learning Hours (GLH)
To be completed within	<ul style="list-style-type: none"> • One year
Tutorial Support	<ul style="list-style-type: none"> • Minimum 2 hours
Structure	<ul style="list-style-type: none"> • One mandatory unit with a credit value of 2 and optional units with a total minimum credit value of 3 • Unit M3.01 - Solving problems and making decisions • Unit M3.04 - Achieving objectives through time management • Unit M3.12 - Motivating to perform in the workplace
Assessment - mandatory unit	<ul style="list-style-type: none"> • Work-based Assignment
Assessment - optional units	<ul style="list-style-type: none"> • Reflective reviews • Oral presentations

Programme Format and Duration

- The programme is delivered through 5 full day workshops, representing a minimum of 34 guided learning hours, including one hour's induction and individual tutorial guidance. The need for additional learning resources and self study may be identified during the programme.

Assessment

Candidates are required to complete formal assessments as follows:

- A written work based assignment based on a problem in the workplace of between 1000 and 2000 words.
- For each optional module (2), a reflective review, oral presentation or work based assignment.

ILM Membership

All registered candidates automatically become full members for 6 months. Designed to help candidates get the most from their course and advance their management career, studying membership gives access to a wide range of specialist support and development materials and serves. Successful completion of a Level 3 qualification provides eligibility for a minimum grade of Associate Membership (AMInstLM) of the Institute of Leadership and Management.

Next Programme

The programme is scheduled over six workshops, commencing at 9.30 and concluding no later than 16.30.

	ILM 3 AFLM 1/12
Pre-programme Induction	14th May
Workshop 1	30th May
Workshop 2	19th June
Workshop 3	2nd July
Workshop 4	20th July
Workshop 5	17th August

Investment

The total cost for the programme is £980 per person. This includes all relevant materials, refreshments registration and certification with the Institute of Leadership and Management, along with six months full membership allowing access to a wide range of support and development materials.

Bespoke In-house Programmes

Alternatively, this programme can be delivered internally to your organisation for a total investment of £8,700 Based on a group size of ten persons, this reflects an investment of £870 per person. This cost includes all relevant materials but excludes any costs associated with the training venue.

Should the proposed optional units not fulfil your development needs there are 28 alternative optional units you can select from. A customised internal programme can be then designed, accredited and delivered to meet your learning needs.