

Luminate Education Group – Empowering Leaders

1. CMI Level Three Principles of Management and Leadership (unit)

Description: Being equipped with the knowledge, skills and behaviours to manage and lead effectively is essential if an individual and their organisation are to succeed. The unit focuses on the ways organisations operate. The application of management and leadership approaches and how these can positively impact on own role, lead to improved performance, and support teams, colleagues and customers.

Includes:

- Understanding how organisations operate; setting and meeting personal and work-related objectives
- Understanding the management role
- Understand the application of management and leadership approaches
- Understand the knowledge, skills and behaviours to be an effective manager

Accredited.

Six participants required to run a course.

Course delivery method: Combination

Delivery location: Any premises

Course length: Three days over one week

2. CMI Level Three Managing a Team to Achieve Results (unit)

Description: The ability to manage teams, which are able to communicate effectively and overcome barriers to achievement, is a critical skill for any manager. High performing cohesive teams are created in an environment where there is a collective understanding of values, goals and objectives.

Outcomes Include:

- Understanding the role and purpose of teams
- Recognising the characteristics of a high performing team
- Knowing how to lead, communicate with and motivate a high performing team
- How to respond to challenges when managing a team proactively
- How to manage the performance of a team

Accredited.

Six participants required to run a course.

Course delivery method: Combination

Delivery location: Any premises

Course length: Two days over one week

3. CMI Level Three Responding to Conflict in the Workplace (unit)

Description: This unit aims to support managers to understand the types and causes of conflict and how to identify strategies to respond to conflict situations in a timely and professional manner.

Outcomes Include:

- Understand the nature of conflict in the workplace
- Understand the signs and causes of conflict in the workplace
- Know how to respond professionally to conflict in the workplace including:
 - Understand formal and informal methods of responding to conflict
 - Understand the skills and knowledge required when responding professionally to conflict in the workplace
 - Understand how to repair working relationships following conflict

Accredited.

Six participants required to run a course.

Course delivery method: Combination

Delivery location: Any premises

Course length: One day over one week

4. CMI Level Five Developing, Managing and Leading Individuals and Teams to Achieve Success (unit)

Description: This unit focuses on the essential management and leadership skills required to fulfil this challenging but rewarding role. The unit opens by focusing on the theoretical and practical approaches to developing, leading, and managing teams (remote or multi-disciplinary).

Outcomes Include:

- Understand approaches to developing, managing and leading teams
- Understand approaches to achieving a balance of skills and experience in teams
- Know techniques for leading individuals and teams to achieve success

Accredited.

Six participants required to run a course.

Course delivery method: Combination

Delivery location: Any premises

Course length: Two days over one week

5. CMI Level Three Managing Performance (unit)

Description: This unit evaluates the reasons for managing performance and the approaches that can be used.

Outcomes Include:

- Understand the rationale for managing performance within organisations
- Understand frameworks, diagnostic and evaluation tools used for performance management
- Know how to manage performance
- Understand how to critically assess methods for analysing financial data and information required to make management and strategic decisions

Accredited.

Six participants required to run a course.

Course delivery method: Combination

Delivery location: Any premises

Course length: Two days over one week

6. Management and Leadership, CMI Level 5 (Certificate/Diploma)

Description: This qualification is aimed at practising or aspiring managers and leaders who are typically accountable to a senior manager or business owner. The primary role of a practising or aspiring manager and leader is to lead and manage individuals and teams to deliver aims and objectives in line with organisational strategy.

Role and responsibilities may also include but are not limited to developing teams and individuals, creating operational plans, planning and managing projects, managing change, managing finance, resources and identifying new approaches to business activities, managing quality and continuous improvement as well as managing the human resources function.

The qualifications have been designed for practising or aspiring managers in roles such as:

- Operations Manager
- Divisional Manager
- Departmental Manager
- Regional Manager
- Specialist Manager

Accredited.

Course delivery method: Combination

Course length: 33 Weeks - Day-release

7. Principles of Management & Leadership in an Organisational Context, CMI Level 5 Unit

Description: Being equipped with the knowledge, skills and behaviours to manage and lead in a variety of organisational settings is essential if an individual and their organisation are to succeed. This unit has been designed for learners who want to develop or sharpen their professional edge and enhance personal effectiveness. Learners will evaluate the impact of an organisation's structure and governance on management and leadership. They will explore theoretical models, management and leadership styles and approaches designed to promote a culture of mutual trust, respect and support.

Course delivery method: Combination

Course length: Five weeks - Day Release

8. Developing, Managing & Leading Individuals & Teams to Achieve Success, CMI Level 5 Unit

Description: The ability to lead individuals and teams to success is arguably the most important skill a manager can possess. This unit focuses on the essential management and leadership skills required to fulfil this challenging but rewarding role. The unit opens by focusing on the theoretical and practical approaches to developing, leading, and managing teams (remote or multidisciplinary). The manager will look at techniques to assess current and future team capabilities, including the role of recruitment, selection and staff development which supports this. On successful completion of the unit, the manager will not only know the principles of managing individuals and teams, but they will understand approaches for supporting, motivating and inspiring teams and individuals to exceed expectations.

Course delivery method: Combination

Course length: Four weeks - Day Release

9. Managing Stakeholder Relationships, CMI Level 5 Unit

Description: Good relationships, whether they are with customers, suppliers, partners or staff, are a key contributor to an organisation's success. To build stakeholder relationships that are long lasting and sustainable, they need to be planned and developed. This unit explores the types and purposes of stakeholder relationships and the skills required to overcome challenges and manage these effectively.

Course delivery method: Combination

Course length: Four weeks - Day Release

10. Managing Projects, CMI Level 5 Unit

Description: The ability to manage projects is a vital skill for all managers. This unit focuses on the knowledge and skills required to manage projects successfully and overcome problems and challenges. It requires the learner to evaluate the methods and tools for planning tasks and activities, as well as knowing how to implement and manage project activities, build stakeholder relationships, manage resources and risk, monitor progress and report on outcomes.

Course delivery method: Combination

Course length: Four weeks - Day Release

11. Managing Change, CMI Level 5 Unit

Description: Change is inevitable if an organisation is to maintain competitiveness and currency of practice. This unit has been designed to enable the learner to evaluate types and reasons for change within organisations and be able to select and apply theoretical models for its management. The purpose is not only to enable learners to develop the skills to manage change and achieve set objectives, but to do so in a professional manner with open and honest communication throughout the entire process.

Course delivery method: Combination

Course length: Four weeks - Day Release

12. Creating & Delivering Operational Plans, CMI Level 5

Description: The ability to translate organisational objectives into operational plans is an essential management skill. The unit opens with the importance of understanding the strategic direction of the organisation and how to contribute to the strategic planning process. It then focuses on the knowledge and skills required to create and deliver operational plans. This includes the need to set key performance indicators, monitor quality and outcomes against the plan, and know how to effectively report on findings.

Course delivery method: Combination

Course length: Four weeks - Day Release

13. Managing Finance, CMI Level 5 Unit

Description: Financial management skills are essential for all managers regardless of whether there is a dedicated finance team within an organisation. Financial acumen enhances decision making skills, which in turn supports management of projects, tasks and functional areas. This unit has been designed to enable learners to understand how financial systems within organisations operate. Learners will evaluate the sources of finance for organisations, and understand the principles for setting and managing budgets in line with regulatory and organisational guidelines. This unit has been designed to enhance the learner's confidence and credibility in financial management, which will translate into improved management skills.

Course delivery method: Combination

Course length: Four weeks - Day Release

14. Principles of Management & Leadership, CMI Level 3 Diploma

Description: This qualification is aimed at practising or aspiring managers who will supervise or manage a team to achieve clearly defined outcomes. It will teach you how to set and monitor goals and objectives by providing instruction, direction, and guidance. You will study a range of management and leadership topics such as how to manage data and information and how to manage a team to achieve results. You'll learn how to manage volunteers and individuals. You'll also learn how to respond to conflict in the workplace.

Course delivery method: Combination

Course length: 33 weeks - Day Release

15. Strategic Management & Leadership, CMI Level 7

Description: This qualification is developed for directors and senior managers who have the responsibility to translate organisational strategy into effective performance. This qualification requires managers to focus on the implementation of their organisational strategy. This diploma is designed for strategic managers aspiring to develop their skills. Additionally, this qualification is the benchmark qualification for full CMI membership, taking you another step towards Chartered Manager status.

Course delivery method: Combination

Course length: 36 weeks - Day Release