

<b>Title:</b>	<b>Middle Manager Programme (IL4)</b>
<b>Qualification gained on successful completion:</b>	Level 4 Introductory Diploma in Management
<b>Accredited by:</b>	Chartered Management Institute
<b>Who is it for? :</b>	<ul style="list-style-type: none"> <li>• Newly appointed middle managers</li> <li>• People aspiring to or being considered for middle management roles</li> <li>• Existing middle managers wanting a recognised qualification in this area</li> </ul>
<b>What does the programme cover? :</b>	<ul style="list-style-type: none"> <li>• Developing your management style</li> <li>• Managing information and communicating</li> <li>• Focusing on customers and marketing</li> <li>• Planning and managing resources</li> <li>• Recruiting and selecting staff</li> <li>• Maintaining and improving health, safety and quality</li> <li>• Working with others</li> </ul>
<b>How long will it take? :</b>	<ul style="list-style-type: none"> <li>• Approx 45 hours of study</li> </ul>
<b>How will it be assessed? :</b>	<ul style="list-style-type: none"> <li>• By a written assignment set and assessed by the Chartered Management Institute</li> </ul>
<b>Are there any entry qualifications? :</b>	<ul style="list-style-type: none"> <li>• There are no entry requirements, however candidates should have an acceptable level of numeracy and literacy (HNC/HND, foundation degree level 4 or equivalent) Candidates must be over 18 years of age.</li> </ul>
<b>What are the Learning outcomes? :</b>	<p>On Completion of the programme you will know how to:</p> <ul style="list-style-type: none"> <li>• Prepare and carry out a personal development plan</li> <li>• Analyse information, make a recommendation and present it effectively</li> <li>• Identify and plan to meet at least one stakeholder requirement, including specifying the required resources</li> <li>• Specify the personnel required to meet a specified objective</li> <li>• Promote one of the following-quality, health &amp; safety or continuous improvement-taking account of any relevant major legal requirements</li> <li>• Assist others to develop</li> <li>• Address poor performance</li> </ul>
<b>What are the study options? :</b>	<ul style="list-style-type: none"> <li>• Supported Distance Learning</li> <li>• In Company</li> </ul>
<b>When are the start dates? :</b>	<ul style="list-style-type: none"> <li>• Flexible start dates</li> <li>• Open entry programmes (contact us)</li> </ul>