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Lancaster &
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College

Leading Lancashire CMI Management Courses

We have successfully secured European Social Funding to support employees of Lancashire based SMEs to develop certified **Chartered Management Institute** leaders, through management and leadership development training to use in the workplace. The aim of our Leadership & Management training at LMC Business is to help existing, new, developing and aspiring managers to gain new skills and develop their management and leadership skill set to inspire their team to achieve successful results.

CMI Level 3 Awards

Unit 308 – Managing Volunteers

27 January, 3 February, 24 February

Volunteers are uniquely placed to offer a wealth of skills and abilities to complement those of employed staff within an organisation. Managed well, they can help an organisation improve the quality and capacity of the service. The aim of this unit is to equip managers with the knowledge of how to engage, motivate and support volunteers to be effective within their role and address challenges with a positive 'can-do' attitude.

Unit 321 – Managing Own Personal and Professional Development

2 March, 9 March, 16 March, 23 March

In order to meet the demands of an ever changing workplace, individuals need to ensure they continue to update and develop their knowledge and skills. Planning for personal and professional development ensures greater opportunities for success. The purpose of the unit is to support you to identify the benefits of engaging in personal and professional development. By using the knowledge gained, a meaningful development plan will be created to support you to become an effective manager in the workplace.

Unit 313 - Developing and Sharing Good Practice

17 March, 14 April, 21 April

Developing and sharing good practice enables individuals and organisations to develop and increase their potential to exceed personal and organisational expectations. This unit explores how good practice can be developed, maintained, adopted and shared with stakeholders.

Unit 303 - Managing Individuals to be Effective in their Roles

28 April, 5 May, 12 May

High performing individuals impact on the performance of teams and the organisation. The aim of this unit is to develop your understanding of how to confidently use their knowledge, skills and abilities to support individuals, not only to perform well, but to exceed expectations.

Unit 307 - Developing the Knowledge, Skills and Abilities of the Individuals and Teams

9 June, 23 June, 7 July

A skilled and adaptable workforce is a collective group of people equipped with the knowledge, skills and abilities to achieve and exceed objectives. This unit aims to support managers to identify and select innovative development opportunities. It will enable them to identify approaches to support and promote participation, and how to monitor the impact of development activities for individuals, teams and the organisation.



lmc.ac.uk/employers/leading-lancashire or LMCBusinessAdminTeam@lmc.ac.uk

Leading Lancashire is part-funded by the European Social Fund



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CMI Level 5 Awards

Unit 510 - Managing Change

12 January, 26 January, 9 February,
23 February

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 reason 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.

Unit 514 – Managing Conflict

9 March, 23 March, 20 April

Managing conflict takes resilience. It requires the ability to evaluate complex information, make evidence based judgement and act professionally within the bounds of organisational and legal frameworks. The unit is designed to equip the learner with strategies to manage conflict with confidence, find creative solutions and make difficult decisions.

Additional Leadership and Management courses on offer:-

Business Improvement Techniques

Managing Change and Instilling Resilience

Business Planning and Leadership

Introduction to the Role of HR

Developing your Leadership Skills and Knowledge

Presentation and Training Techniques

Leading Performance and Innovation using Reflective Practice

Excel for Managers

Managing Data and Information Using Pivot Tables and Excel

Resolving and Managing Conflict

Leadership and Organisational Culture

A Leader's Guide to Coaching for Performance

Managing Projects to Achieve Results

Time Management



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