

Principles of Leadership & Management

CMI Level 3 Award & Certificate

We are excited to offer a number of Level 3 CMI Leadership & Management units which are funded through the UKSPF project. The CMI range of qualifications are aimed at practising or aspiring managers who supervise or manage a team to achieve clearly defined outcomes. They will set and monitor goals and objectives by providing instructions, direction and guidance. Day to day operational and project activities are a key part of their role.

Who is the qualification aimed at?

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

- Team Leader
- Supervisor
- Project Officer
- Shift Manager
- Foreperson

What does the qualification involve?

We are offering up to 3 units of CMI fully funded through the project to delegates who have not previously completed units of CMI Level 3. Each unit will require the learner to complete a written assignment/workbook. .

Some units may also require the learner to provide

- Work-based evidence
- Guide or Factsheet
- A report
- Reflective practice/own experience

You will be required to complete some elements of home study as well as the tutor lead sessions



Funded by
UK Government

Which units will I study?

You can choose up to 3 units. If you study and complete 1 unit you will gain an Award and if you complete 3 units you will gain a Certificate.

Unit 301

Principles of Management & Leadership (4 sessions)

3, 17 September, 1 and 15 October

Being equipped with the knowledge, skills and behaviours to manage and lead effectively 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. 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.

The aim of the unit CMI 301 is to introduce the foundations for managers, which will be developed throughout all the level 3 units.

Unit 302

Managing a Team to Achieve Results (3 Sessions)

12, 26 November and 10 December

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. This unit has been developed to support managers in understanding the nature of teams in the workplace, and how these can be managed to achieve results.

Unit 309

Responding to Conflict in the Workplace (2 sessions)

28 January and 11 February 2026

Conflict and disagreements in the workplace have a detrimental effect on team dynamics, productivity and motivation. The ability to respond effectively to conflict is a fundamental skill for all managers. 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.

Duration & Cost

The First unit commences in September 2025, and the final unit will be concluded in February 2026 You can study up to 3 units free of charge if you have not previously gained an Award or Certificate in CMI. Any additional units will be £300 each.

For further information

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