

DIPLOMA IN FIRST LINE MANAGEMENT - LEVEL 3

FROM THE CHARTERED MANAGEMENT INSTITUTE (CMI)

This Diploma provides a solid grounding in the key elements of the management role and responsibilities for first-line and supervisory managers.

WHO IS IT FOR?

Designed for those who are relatively new or are already operating in a first-line management or a supervisory role and have had little or no formal training in management but wish to improve their knowledge and skills to progress further.

ENTRY REQUIREMENTS

There are no specific entry requirements for this qualification, however we recommend that this course is most suitable if you have gained approximately 6 months to one year of supervisory / management experience.

If English is not your first language, evidence of at least IELTS level 6.5 or Trinity ISE III/IV will also be required.

HOW LONG WILL IT TAKE?

There are multiple hand-in dates a year and you can begin your studies at any time. The course will typically take between 12 - 18 months to complete although you can choose to study at a faster or slower pace to suit your requirements. We commit ourselves to support all our students for up to a maximum of two years.

For more information about workshop dates please visit www.theconsultants.ro

STUDY METHODS

The Diploma in First Line Management Modules are studied via supported Distance Learning or Premium Blended learning which are delivered in the form of online webinar sessions for each module.

ASSESSMENT

All Diploma in First Line Management Modules are assessed by work-based assignments/presentations.



MODULE OVERVIEW

Module title	Description
Personal Development as a First Line Manager	This unit focuses on developing your staff as a team both on a personal level and to meet the corporate objectives through areas such as personal development plans, relationship management and safeguarding their welfare.
Resource planning	Identifying and managing resources is essential for all Managers and this unit provides an understanding of how to achieve the best efficiencies through planning for your team's resource needs, adapting to their changing requirements and monitoring and controlling the use of resources.
Meeting stakeholder needs	You will gain an insight into the requirements and contribution particular stakeholders make to achieve the team's objectives, identify how this mutual support can be improved and prepare a case to support the required changes for improvement.
Managing and communicating information	Data is essential for effective communication and this unit looks into the methods for identifying and gathering relevant data, interpreting the findings to gain a meaningful conclusion and best methods and audiences for communicating the results.
Identifying development opportunities	Personal development is key to not only the growth of individuals but your company. This unit is about identifying the development opportunities of individuals and teams in order to meet team and organisational objectives.
Improving team performance	This unit is about the impact of individual's performance on teams, recognising performance behaviours and implementing improvement measures.