



ILM Level 3 Award in First Line Management

A development programme for Supervisors, Team Leaders and Line Managers leading to a Level 3 ILM qualification

Starting
Wednesday 22ND September 2010

Introduction

The Institute of Leadership and Management (ILM) Level 3 Award in First Line Management is suitable for supervisors, team leaders and line managers. The course is suitable for people newly responsible for managing others and for experienced team leaders and line managers who have no formal management training. The course leads to the nationally recognised management qualification: ILM Level 3 Award in First Line Management.

Fabric Contents

- 6 One-Day Workshops
- 2 One-hour Individual Tutorial sessions (at least one session on site)
- A Work-based assignment of 1200 words
- Two assessments of approximately 500 – 1000 words

Venue

Swinden House Training & Conference Centre, Moorgate Road, Rotherham, S60 3AR. The venue is a 15 minute drive from Junction 33 of the M1 with plenty of parking. Swinden House is opposite Rotherham District General Hospital and is on a number of bus routes including buses from Rotherham Central Station.

Minimising CO² Emissions

When you book a place on this programme you can tell us where you are travelling from and whether you would like to car share. If we see a car share possibility we will contact you. Or visit www.carsharesouthyorkshire.com and register your details if you want to car share regularly.

Cost

(Payment can be made in 3 instalments over 6 months)

1 person:	£750 plus VAT per person
2 people:	£700 plus VAT per person
3 people:	£650 plus VAT per person
4 people:	£600 plus VAT per person

*Book before 1st September 2010 and receive a **£40 early booking discount** per person.*



Workshop Dates

Workshop	Dates	Subject Title	Unit
Workshop 1	Wed 22.09.10	What is Leadership and Management	M3.01 a
Workshop 2	Wed 20.10.10	Making Decisions, Solving Problems	M3.01 b
Workshop 3	Wed 17.11.10	Managing Performance	M3.26
Workshop 4	Wed 15.12.10	Motivation	M3.12
Workshop 5	Wed 19.01.11	Feedback Skills & Course Assessments	M3.12
Workshop 6	Wed 23.02.11	Building The Team	M3.11
Workshop Duration 9.30am to 4.30pm - a buffet lunch is provided			

Units in red are the mandatory parts of the ILM Level 3 Award in First Line Management

Work Place Activities

At the end of each workshop delegates will be given time to produce an action plan of things they want to either implement or plan to implement before the next workshop.

At the start of each workshop delegates will be asked to briefly report on the progress they have made since the previous workshop. This helps keep participants focussed on implementing the lessons from the sessions and the peer pressure gives participants an incentive for achieving improvements.

The Tutorial Sessions

The tutorial sessions, of which at least one will be held at your place of work, are designed to help you plan your Work Based Assignment and to check your progress through the programme. Part of the tutorial sessions can be delivered via telephone and email if this is more suitable.

The Role of Managers

It's important that managers who are responsible for the supervisors and line managers on the Fabric programme are involved in the programme.

Managers will have an opportunity to discuss the aims and objectives they have for their people on the programme with the Course Tutor and will be asked to complete a pre-programme questionnaire. In addition managers will be asked to help set and agree the topic of the Work Based Assignment with the course participant.



Your Organisation

You will be encouraged to link this programme to your organisation's business plan, goals and targets. For example, the assessed assignments can be used to help contribute to achieving a part of your organisation's or your department/team objectives.

Assessments

To complete the ILM Level 3 qualification you will have to submit a Work-Based Assignment of between 1200 and 2000 words to demonstrate your problem solving and decision making skills. You will also need to complete two other assignments of between 500 and 1000 words each. Full support will be given to enable you to successfully complete these assessments.

Who Can Attend

You don't need any formal academic or vocational qualifications to attend this course. You may like to know that Level 3 qualifications are equivalent to A-Levels. Although spelling and grammar are not marked as part of the ILM assignments it will be difficult for you to successfully complete this qualification if you need significant levels of additional support with literacy skills. Unfortunately as a small training and development consultancy we do not have the resources ourselves to support people who may need additional numeracy or literacy support.

Delivery

The workshops will be delivered by Jon Colman. Jon's style is highly participative, relaxed and fun. Individuals will be actively encouraged to get involved and to contribute during the workshops. Diane Turner of DPT Consulting will be the internal verifier for this programme.

People are also encouraged to network with each other, share ideas and discuss joint problems and challenges. On Red Vanilla development programmes people are encouraged to learn from each other as well as learning from the workshop material and trainer input.

Number of Places

There is a maximum of 15 places available on the programme starting in September 2010

If you have any questions about this programme please don't hesitate to contact us.



'...more flavour'

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www.redvanilla.co.uk



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FAX Back to 0870 705 1152

Booking Form

5 Ways to Book

- **Phone:** call Jon Colman on **0114 268 4085** or **07977 127 050**
- **Email:** jon.colman@redvanilla.co.uk
- **Fax:** fax back the booking form to 0870 705 1152
- **On-Line:** www.redvanilla.co.uk/ilm
- **Post:** 85 Rustlings Road, Sheffield, S11 7AB

Book before Wednesday 1st September 2010 and receive £40.00 discount per person.

Please reserve me places on the ILM Level 3 Award in First Line Management 2010 programme.

Company Name _____

Company Main Contact Person _____

Contact Telephone Number _____

Contact Email Address _____

Participant Name	Job Title or Position	Contact Number or Email

Please let us know of any additional requirements eg dietary, medical, visual, access etc as we will try to make sure that everyone on the programme can get the maximum benefit from our ILM programme.

