



CMI Essential Management Skills

With a years FREE Affiliate Membership for all students





Why should I enrol on this programme?

This course is aimed at junior managers aspiring towards middle management and middle managers who want to fulfil their management roles effectively and improve their performance, their teams and the performance of their organisation.

In today's ever changing climate it is important that organisations employ middle managers who have strong influencing and engagement skills to ensure that their team achieve their highest levels of performance and results. This course will help you to meet these vital requirements by helping you to focus your skills to become more effective at building networks and alliances, leading teams through various types of change and being more strategically focused.

The two-day course will provide the tool kit you need to manage more effectively, improve performance, build confidence and build your own personal development plan for the next 12 months. You can also opt to extend the course with some further study to achieve a CMI accredited award or certificate and in addition, by enrolling on the course you will receive affiliate membership of CMI for a year.

What is involved?

The two-day workshops are interactive, based on tutor-led experience with lively discussion groups and debates and on-line scenarios with practical skills practice. The course includes some self-assess to help you identify your strengths and weaknesses for future ongoing development and the following topics are included:

- Managing yourself and personal skills
- Providing Direction
- Facilitating change
- Working with people
- Using resource
- Achieving resources

In addition, you have the option of gaining a nationally recognised management qualification by undertaking some assessment after the workshops

Membership of CMI

Enrolment in the course also gives you affiliate membership of CMI for 1 year. This will give you access to a wealth of learning resources worth over £1,000 to help you succeed, and to make life easy, we've pooled all the key resources that we know you'll need in one place so you won't have to waste valuable time tracking them down.

- Quickly find study resources directly linked to your qualification
- Access checklists, podcasts, e-learning tools and more via ManagementDirect, our unique online resource
- Get hints and tips from other students and tutors in our Study Zone network
- Network with other students in our online community or at our regional events

What's more, every time you access our online resources, our system automatically updates your unique Continuing Professional Development (CPD) record. So when you need it, you've got an exact record of your development to show prospective employers.

Optional Level 5 in Management and Leadership Qualification

The programme has been integrated with the requirements for a Level 5 Management and Leadership qualification and by undertaking some additional assessment such as small work based assignments and learning logs you can also achieve a Level53 Award or Certificate in Management and Leadership.

Dates and venue

The two day workshops are held in London on the following dates:

- 19-20 April 2011
- 5-6 July 2011
- 4-5 October 2011
- 17-18 January 2012

For further information, or to book your place call us on 01536 207404. Alternatively email employer.engagement@managers.org.uk