



CMI Introduction to Management

With a years FREE Affiliate Membership for all students





Why should I enrol on this programme?

If you are new or about to embark into the role of manager and are also looking for a challenging course that will help progress your career and help you to move up the salary bracket then this course is for you.

The two-day course will provide the tool kit you need to effectively lead teams into the future, and transform your performance, build your self confidence and confidence as a leader knowing that the programme is based on best practice. You can also opt to extend the course with some further study to achieve a CMI accredited award or certificate. In addition, by enrolling on the course you will receive affiliate membership of CMI for a year.

What is involved?

The workshops are interactive, based on tutor-led experience with lively discussion groups and debates, computer generated activities and practical skills practice. You will learn more about 'self management' – what you do well, what you 'could do better' and more importantly, how to do it better! The course will help you to assess what type of leader you are by analysing leadership styles and prepare you for leadership now and in the future as well as help you to become a better communicator and manage time more effectively.

You will also focus on 'relationship management' exploring key relationships and team dynamics to create effective working relationships for the future. Find out how to be solution focused, how to motivate and inspire your team and individuals and, highly relevant to today's world – how to manage change.

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 3 in First Line Management Qualification

The programme has been integrated with the requirements for a Level 3 First Line Management qualification and by undertaking some additional assessment such as small work based assignments and learning logs you can also achieve a Level 3 Award or Certificate in First Line Management.

Dates and venue

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

- 19-20 April 2011
- 12-13 July 2011
- 25-26 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

