CMI Level 5 (RFQ) in Management & Leadership

6-Days - People Focused Management and Leadership Skills

About this Programme:

This CMI 6-day Management and Leadership skills development programme is designed for experienced or aspiring middle and senior managers & leaders, with the option to complete a choice of work-based assignments that lead to nationally recognized qualifications.

Managers and Leaders who understand themselves tend to better understand others and how they interact with their direct reports, line managers, customers, colleagues and connections both in and out of the workplace. They also tend to create and maintain more effective, productive and efficient professional relationships with long-lasting impact and effect.

This course has been designed to develop or refresh the essential knowledge, understanding and skills required to enable the effective management and motivation of self and others for improved effectiveness, efficiency and standards of service or output.

Programme outcomes: for the Manager.

- Increased self-awareness and ability to diagnose need and to adapt style and approach for improved effectivity, productivity and efficiency of self and their teams.
- Increased confidence and skillsets to manage difficult conversations, conflict and performance of internal and external customers, colleagues and other stakeholders.
- Identification of professional development requirements for self and direct reports for organisational and personal growth.
- Coaching, mentoring and related developmental skillsets to build knowledge & understanding, competence, capacity and the confidence of others.
- Better management of stress for self and team for improved wellbeing. Managers perform consistently better themselves and achieve better results from their Teams.

Programme outcomes: for the Organisation.

- Senior Managers that can align performance to the objectives of the organization with superior communication skills.
- Managers with the knowledge and confidence to make a real difference at Senior levels

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Who is the course for?

The course and qualifications are aimed at Senior Managers or those progressing to a senior role. There are no formal entry requirements for the programme but typically, delegates to this programme will either be responsible for the management of others in the organisation or be expected to do so shortly.

The Programme content:

Day 1 Understanding Self - Understanding Others

- Reflective practice and the Gibbs learning cycle for personal development
- Understanding the psychology of trust and developing effective professional relationships using the trust equation and Johari's Window
- The impact and role of the manager/leader in the workplace with the people-centric approach
- Understanding our working styles with a personal driver self-assessment and analysis
- The importance of a motivated workforce with the McLelland Motivation assessment, work-based motivational factors and enabling personal satisfaction as a manager and leader

Day 2 Adaptive Management and Essential Communication

- The impact and effect of mismanagement and the Goleman management style self-analysis
- Adaptation of style based on circumstance or personal preference using the Situational Leadership model
- Advanced communication skills with the 10 C's model for effective communication and active listening
- Recognising, understanding and managing conflict situations with Frank Earnst's OK Corral and the impact of embedded human behaviour patterns and association
- Managing mindset, taking the action out of reaction with 4XR model based on Transactional Analysis theory
- 5 and 7 step decision making and problem-solving models with how to influence people for win/win outcomes

Day 3 Difficult Conversations and Effective Feedback

- Developing, controlling and affecting Emotional Intelligence with self-analysis and personal development toolkits
- Reframing for a success-focused mindset with Betari's Box and the impact of Unconscious Bias on everyday managerial activities
- Mental and practical preparation activities required for successful handling of difficult conversations
- The impact of poor feedback, explanation of common models and practical application of the Effective Feedback approach for effective relationship development
- The role, structure and delivery of Effective 1 to 1's with toolkits and templates for people-focused meetings

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Day 4 Inspirational Leadership and Performance Management

- Using the Bain Inspirational Leadership model and required characteristics alongside the Lewin Leadership styles and self-assessment tools to help understand personal preference and impact
- Steering the development of organisational culture based on values beliefs and preferred behavior's
- The Kubler/Ross curve with how to manage and support staff through periods of impactive change
- Tafjel and Turner's Social Identity theory and Tuckman's Taxonomy for the forming and management of high-performance teams
- How to manage the performance of teams and individuals and deal with negativity

Day 5 Recognising Strengths and Professional Development

- Staff inclusion and engagement with moral and legal requirements, organisational and personal benefits
- The difference between Transactional & Transformational leadership and the effect of developmentally focused organisational cultures
- VIA Character Strengths and understanding and assessing individuals with a 5-minute character assessment tool for personalised professional development including the VARK learning style assessment
- How to create effective Goals, SMART targets and Personalised Development Plans that have increased likelihood of success
- The coaching & mentoring approach with related skillsets and models for practical application including the GROW model

Day 6 Stress Management & Personal Resilience

- Recognising and understanding the psychological and biological impacts of stress and how to measure and develop personal resilience levels, including personal assessments for self-analysis
- Sharing and understanding a range of coping strategies and the importance of effective rest and recharge
- Dr Albert Ellis' Learned Optimism Theory and understanding the impacts of existing patterns of behaviour for improved personal influence and control
- Affecting change with the ABC model for cognitive reprogramming with Stephen Covey's Circles of Influence and Concern and practical reframe activities for improved positive mental attitudes
- 5 ways to well-being activity with a range of easily accessible ideas and suggestions for improved physical and mental wellbeing including the impact of Hygge on a national scale

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Further information:

The programme is designed for six to twelve delegates and can be run in-house with bespoke content to suit your organisation if required. Please contact us for details of this service and for a quote.

Should delegates require registration with the CMI to complete any of the optional Level 5 qualifications that are available with this programme, then a further fee (to cover CMI registration, tutorial support and assignment marking) will be payable. The fee depends on which level qualification is taken.

The qualification options are shown below but we suggest that you discuss with us which level may be most appropriate for your delegates. Further CMI qualification information can also be found on the Level 5 course page on our website. TUT means total unit time. Qualification costs are in addition to the delegate fee for the course.

Award - requires 40 TUT hours (one assignment)

Certificate - requires 121 TUT hours (usually 2- 3 assignments)

Diploma -requires 370 TUT hours (5 - 6 assignments depending on which are chosen)

There is also a personal coaching package available that can be taken out in conjunction with the six-day training programme if required. This is to enable the delegate to embed the training in the workplace. The coaching is supported with monthly action planning and review sessions by telephone and/or internet over a six-month period. The delegate will also be able to access their coach by email as and when required. Price on application.

Why study with CMBD?

The team at CMBD are all highly qualified and experienced trainers, consultants and coaches that have been delivering high-quality learning for over 30 years. Chosen for their depth of experience and ability to educate and inspire we are regarded as a top tier Chartered Management Institute training centre delivering the highest levels of training and learner support.

For current pricing options, further information or to discuss your requirements contact us at enquiries@cmbd.org.uk

Or call Mike Epton on 07733 107238