



learning today - leading tomorrow

Principles of Management and Leadership

“Translating organisational strategy into effective day to day performance.”

Introduction

The Principles of Management and Leadership qualification provides a unique opportunity for UK and International Businesses to transform their professional development programme. Encouraging employees and middle managers to focus on translating organisational strategy into effective day to day performance, we provide the freedom and flexibility to design and/or align existing in-house training to create an accredited, bespoke and sustainable practitioner-led and evidence-based professional development programme.

Programme design and delivery

We do not specify prescriptive content or mode of delivery for this qualification and therefore Businesses are free to design their own programme content and use a mode of delivery that meets the needs of their employees, managers, leaders and stakeholders.

We work with individual Businesses to ensure that the content of the Business delivery plan meets the assessment criteria detailed within the qualification and then provide a direct route to accreditation.

The design and/or alignment of activities and/or existing programmes encourages and supports individual Businesses to focus on sustainable capacity building procedures to ensure their strategic plan, vision, goals and objectives can be met.

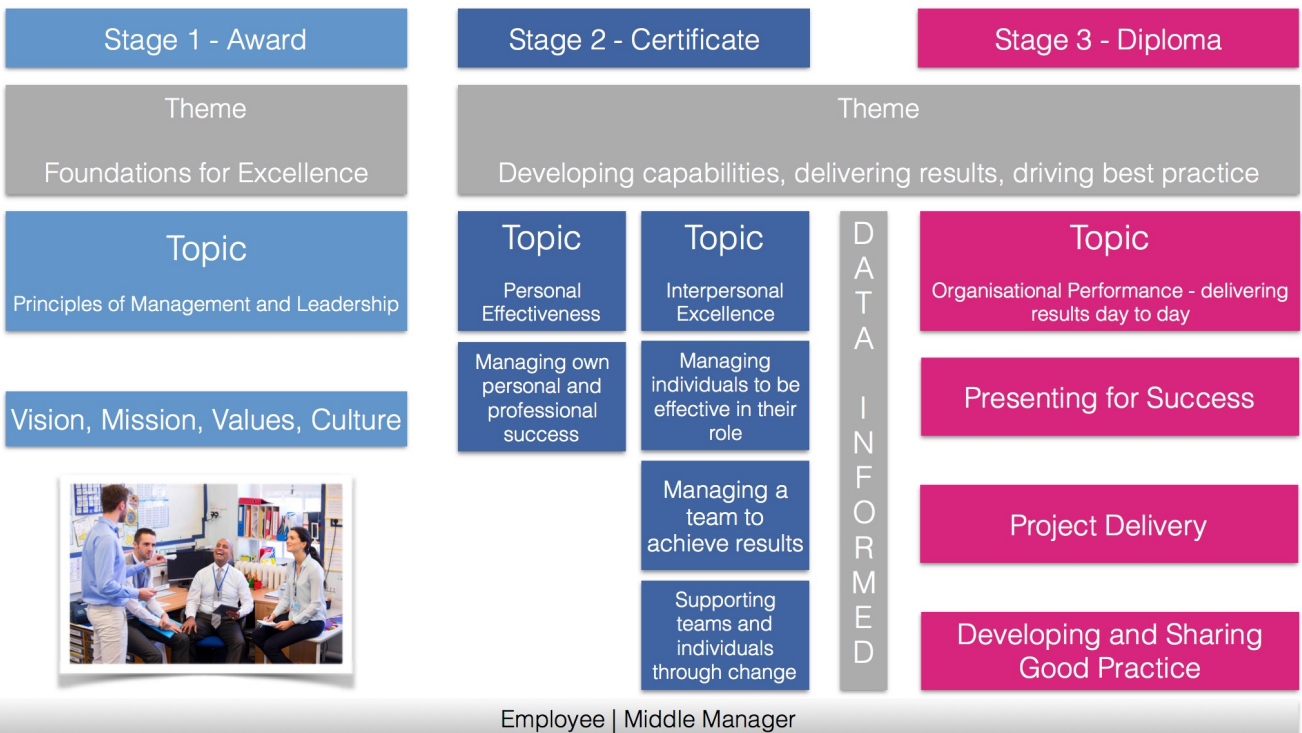
Qualification Overview



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Principles of Management and Leadership
Award / Certificate / Diploma

Translating organisational strategy into effective day to day performance.



DATA INFORMED

Qualification Structure

The Process (Stage 1)

The first stage of the qualification process requires employees/middle managers to reflect on their organisation's vision, mission and values. Why do we do what we do?

QRF: 603/2019/9 (Award in Principles of Management and Leadership)

THEME: Foundations for Excellence

Unit title: Principles of Management and Leadership

Unit number: CMI 301

This unit is about understanding how organisations operate and the importance of organisational culture, strategic aims and objectives.

Learning Outcomes:

The learner will:

- Understand how organisations operate
 - Understand the management role
 - Understand the application of management and leadership approaches
 - Understand the knowledge, skills and behaviours to be an effective manager
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The Process (Stage 2)

The second stage of the qualification process requires employees/middle managers to focus on their personal leadership development and evaluate its effectiveness in delivering day to day results and driving best practice to support the organisation's vision and values.

QRF: 603/2021/7 (Certificate in Principles of Management and Leadership)

THEME: Developing Capabilities, Delivering Results, Driving Best Practice

Topic: *Personal effectiveness - managing self*

Unit title: Managing own personal and professional success

Unit number: CMI 321

The purpose of this unit is to support employees/middle managers to identify the benefits of engaging in personal and professional development.

Learning Outcomes:

The learner will:

- Understand the benefits of personal and professional development
 - Understand how personal and professional development is informed
 - Know how to identify opportunities for personal and professional development
 - Know how to create and monitor a personal and professional development plan
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Topic: *Interpersonal excellence - managing people and developing relationships*

Unit title: Managing Individuals to be effective in their role

Unit number: CMI 303

The unit aims to develop the employees/middle managers understanding of how to confidently use their knowledge, skills and abilities to support colleagues, not only to perform well, but to exceed expectations.

Learning Outcomes:

The learner will:

- Understand an individual's work role and responsibilities
 - Know how to set objectives with individuals
 - Know how to support individuals to perform well
 - Know how to assess outcomes against the objectives
 - Know how to manage the underperformance of individuals
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QRF: 603/2023/0 (Diploma in Principles of Management and Leadership)

THEME: Developing Capabilities, Delivering Results, Driving Best Practice

Topic: *Interpersonal excellence - managing people and developing relationships*

Unit title: Managing a team to achieve results

Unit number: CMI 302

The unit is about supporting employees/middle managers in understanding the nature of teams in the workplace, and how these can be best managed to achieve results.

Learning Outcomes:

The learner will:

- Understand the role and purpose of teams
- Be able to recognise the characteristics of a high performing team
- Know how to lead, communicate with and motivate a high performing team
- Know how to respond to challenges when managing a team proactively
- Know how to manage the performance of a team

Topic: *Interpersonal excellence - managing people and developing relationships*

Unit title: Supporting teams and individuals through change

Unit number: CMI 310

The unit aims to enable employees/middle managers to lead people positively through change.

Learning Outcomes:

The learner will:

- Understand change within organisations
 - Understand how to support individuals and teams through change
 - Know how to implement and monitor change
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The Process (Stage 3)

The third stage of the qualification process is 'data informed' and requires employees/middle managers to focus on improving practice by developing, implementing, and evaluating research-focused projects that support the organisation's vision and values.

Topic: *Organisational performance - delivering results day to day*

Unit title: Presenting for success

Unit number: CMI 320

The unit aims to equip employees/middle managers with the knowledge and skills to plan and develop great presentations to meet the needs of a target audience.

Learning Outcomes:

The learner will:

- Know the purpose of presentations and the methods used to meet target audience needs
 - Understand what is required to be a successful presenter
 - Understand how to plan, deliver and review presentations
 - Be able to plan and deliver a presentation to a target audience
 - Be able to reflect on the outcomes of the delivery of a presentation
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Topic: *Organisational performance - delivering results day to day*

Unit title: Contributing to the delivery of a project

Unit number: CMI 311

The unit aims to equip employees/middle managers with the knowledge, tools, and techniques for managing and monitoring projects. It also identifies approaches to managing risk and responding to the needs and expectations of stakeholders.

Learning Outcomes:

The learner will:

- Know how to deliver a project
 - Know how to monitor progress to ensure successful project delivery
 - Understand the role and purpose of projects in an organisation
 - Understand how projects are developed
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Topic: *Organisational performance - delivering results day to day*

Unit title: Developing and sharing good practice

Unit number: CMI 313

Developing and sharing good practice enables individuals and organisations to increase their potential to exceed personal and organisational expectations. This unit explores how good practice can be developed, maintained, adopted and shared with stakeholders.

Learning Outcomes:

The learner will:

- Know the benefits of good practice
 - Be able to identify good practice
 - Know how to develop good practice
 - Understand how good practice can be implemented, maintained and improved
 - Know how to share good practice with stakeholders
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Programme assessment

We have developed approved assignment briefs for the qualification, ensuring that our clients meet the Ofqual Regulated Qualification Framework assessment criteria for the qualification. The assignment briefs provide best practice guidelines, examine work-based problems, and encourage employees/middle managers to apply management and leadership tools, models and theories, to real life workplace situations.

Programme accreditation

TFL Education have partnered with the Royal Chartered Management Institute (CMI) to bring this transformative opportunity to the Business sector. The CMI is the only chartered professional body in the UK dedicated to promoting the highest standards in management and leadership excellence.

As an Approved Centre we are authorised to provide direct, quality assured, assessment and verification services for our clients.

Supporting the Business sector and their employees

All individuals studying for the qualification will receive FREE TFL Education tutor support, FREE access to an online learning platform and FREE professional membership of the Chartered Management Institute.

TFL Education tutor support

Once you make the commitment to work with us you will receive unlimited tutor support from TFL Education. Support can be provided in person, or via telephone, email, and/or Skype. You choose what works best for you.

Online Learning Platform

ManagementDirect is the Chartered Management Institute's leading online portal of up to the minute management and leadership resources. With a wide range of content available in formats to suit different learning styles, including checklists, videos, e-books, articles and journals; all accessible from any PC, tablet or mobile device, individuals can select resources appropriate to the learning time they have available and/or according to the qualification structure.

Chartered Management Institute Membership

All individuals studying with TFL Education will be eligible for FREE Affiliate membership to support you for the duration of your qualification.

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