



learning today - leading tomorrow

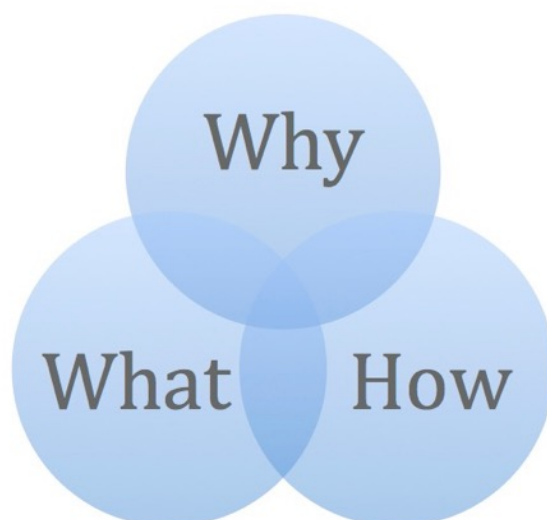
Principles of Management and Leadership

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

Introduction



The Principles of Management and Leadership qualification is awarded to outstanding teachers. Awarded by the Royal Chartered Management Institute, London, it is recognised throughout the public and private sectors and across all management disciplines.



This professional development qualification provides a unique opportunity for UK and International schools and academies to transform their professional development programme. Encouraging teachers to focus on what Simon Sinek terms your *Why, How, What*, the programme gives schools and academies the freedom and flexibility to design a bespoke and sustainable programme that meets the needs of their pupils, teachers, leaders and stakeholders.

Qualification Structure

The Process (Stage 1)

The first stage of the qualification process requires teachers to reflect on their organisation's vision, strategic goals and objectives. 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

The Process (Stage 2)

The second stage of the qualification process requires teachers 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: *Interpersonal excellence - managing people and developing relationships*

Unit title: Managing a team to achieve results

Unit number: CMI 302

The unit is about supporting teachers 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

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 Individuals to be effective in their role

Unit number: CMI 303

The unit aims to develop the teacher's 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

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 teachers 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

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 teachers 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

The Process (Stage 3)

The third stage of the qualification process requires teachers 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 teachers 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

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 teachers 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:

- Understand the role and purpose of projects in an organisation
- Understand how projects are developed
- Know how to deliver a project
- Know how to monitor progress to ensure successful project delivery

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

Programme design and delivery

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

We work with individual schools and academies to ensure that the content of the school or academies delivery plan meets the Ofqual approved 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 schools and academies to focus on sustainable capacity building procedures to ensure the strategic plan, vision, goals and objectives can be met.

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 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 education 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 teachers, schools and academies

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

Endorsement

"I highly recommend the CPD qualification routes available through TFL Education. We currently have all senior leaders at King's Leadership Academy undertaking the Level 7 Strategic Management and Leadership qualification, which leads to 'Chartered' status. The qualification has allowed us to create a professional development programme bespoke to our requirements, leadership culture and philosophy."

Dr. Andrew Reay CMgr FCMI
Associate Principal
King's Leadership Academy

TFL Education's Principles of Management and Leadership Tutor



Aiden Harper BEd (Hons) MA CMgr FCMI (Ambassador for Education)

Aiden graduated from Manchester Metropolitan University in 1995 with an honours degree in Physical Education before going on to complete his Masters in Education Management in 2000.

His career has seen him work in a number of state secondary schools in the UK as a classroom teacher, Head of Year, Head of Department, Head of Sixth Form and as a member of numerous Senior Leadership Teams. During this time he developed an understanding and real passion for how character and leadership education can foster school culture, raise aspiration and achievement and underpin social mobility.

In 2008, he founded TFL Education Ltd and has since focused on advancing the education of students and teachers anywhere in the world by providing and assisting in the provision of character and leadership educational programmes. TFL Education's programmes are endorsed, accredited and quality assured by the Royal Chartered Management Institute.

In 2010, Aiden founded the World Leadership Academy; completed his Chartered Manager qualification and became a Fellow of the Chartered Management Institute. He was subsequently invited to represent the CMI as Ambassador for Education.

Aiden is a Director and trustee of Great Schools Trust, a not-for-profit organisation.

Contact Information

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"I am delighted to support our ambassadors at TFL Education as they continue to forge links with senior educators in schools both at home and abroad. The CMI recognises the high level of leadership and management skills that principals and headteachers employ in their dual roles of CEO and leading practitioner. The opportunity to achieve Chartered Manager status provides long overdue recognition of their key role in educating tomorrow's leaders and managers and affords them parity with their colleagues in other employment sectors."

Ann Francke
Chief Executive
Chartered Management Institute