ILM Level 3
New Leaders Programme

Bristol Business School

Programme Brochure

UWE Bristol

ilm Approved Centre

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Programme Introduction

Our New Leaders Programme is an exciting interactive course blending theoretical knowledge with practical skills, designed to give those new to management or looking to obtain their first line management role, a qualification that embeds the core skills needed to succeed as an effective team manager.

The programme structure gives you the space to work closely with your programme peers to explore real life examples of your management practice and how you can develop this through your career.

This concise five day programme, will equip new or aspiring managers with key leadership skills while achieving a Level 3 Award in Leadership and Management qualification.

Structured over a four month period the programme offers you the opportunity to take away learning from the training sessions to apply in your workplace; in addition to the opportunity to reflect on and assess your impact as a manager.

On successful completion you will be awarded with an ILM Level 3 Award in Leadership and Management.

Who is the programme for?

Our New Leaders Programme is suitable for individuals who are new to management, in a supervisory, junior or first-line manager position and wish to gain formal recognition of their skills and ability, whilst developing their management practice.

This programme is also ideal for those looking to take on their first line management role and wish to gain prior experience of management techniques.

Entry requirements

This qualification is suitable for those currently working in a line management role or have some supervisory experience to be able to draw from their own experiences for the groups discussions and to complete the qualification assessments.

What do I get out of it?

- Gain a range of key management skills and put them into practice in your own role.
- Take control of your learning and development and understand how you can contribute to the development of your team members.
- Build your leadership capabilities motivate and engage teams and manage relationships with confidence.
- Develop your leadership and management skills using your own knowledge, values and motivations.
- Build up a network of support though your course peers and learn from other sector examples.
- Build your CV for future career prospects.

Benefits for employers

- Effective and confident first-line managers.
- Better relationships and communication in teams through understanding of the role of the manager in aligning organisational and individual purpose and objectives.
- Demonstrable impact through skills development. To get this qualification, managers will need to show that they can transfer their new skills to your organisation.
- Learning-oriented leadership for your organisation with first-line managers who are able to engage with individual and team development with an

understanding of individual learning styles, personal development planning and development opportunities.

- Improved problem solving and decision-making for your organisation through the application of a range of tools and techniques.

Why study with UWE Bristol?

Studying with UWE Bristol gives you all the benefits that other students have access to. This includes access to:

- Sessions delivered by our expert academics who alongside delivery, develop cutting edge research in their field of expertise
- Our extensive online library and our library facilities on campus
- Support from our subject-expert librarians via our campus helpdesk or online chat function
- Access to our study skills workshops to help develop your academic writing skills
- The opportunity to become one of our executive education alumni and access to benefits such as further discounts on our programmes and alumni specific events and training like our trailblazer programme.

Fees, dates and booking

To see our current dates, fees (including available discounts) and how to book your place, please go to our course webpage.

How is the programme delivered?

This programme is delivered via online learning through our online learning platform, meaning you can attend and study from anywhere in the world!

To be able to fully participate in our programme, you will need to be comfortable with using the Internet and searching for information online. Session materials are presented through a number of sources including Microsoft Word, Power Point, pdf and online tools and workbooks to aid self-reflection and peer discussion, designed to support you further through your programme learning. You will also have full access to our online library resources, study skills support sessions, and librarian chat function.

This open programme has practical online development days designed to give you an opportunity to look, analyse and discuss with our tutors and your peers the subject area and explore possible approaches and tools and techniques available to use.

This programme is delivered fully online. To ensure you can participate fully in the session and programme materials, please see the following required computer specifications:

Operating system: Windows 7+, Mac OS 10.9+

Web browser: Google Chrome is the optimal browser. However other browsers such as Firefox, safari and Microsoft Edge are also compatible.

Required Plugins: [Adobe Flash Player](#)

Additional requirements:

- 256 MB RAM
- 20 MB free disk space
- Internet Access - 28.8 kbps speed or above (Broadband connection highly recommended). Slower internet connections may cause issues with audio and video.
- Soundcard with microphone and headphones (A headset with microphone/headphones is highly recommended)
- Webcam

We also recommend you check your firewall settings, especially if you are using a work computer to ensure your firewall will allow you to access our sit

Our programme structure

This five-day programme is designed to equip you with the tools and techniques to take up and develop within your first management role successfully. Focusing on developing your own skills, by looking at how you can review your own ability and identify potential development opportunities; motivating your team through leadership; and techniques to solve problems and inform decision making.

The programme includes all five days of delivery around essential leadership skills. You will then complete two assignments around your learning to achieve an ILM Level 3 Award in Leadership and Management.

Day 1 - Getting to know us and each other, identifying learning needs

The first day will see you meet the tutor and your peers and to develop an understanding of your own skills and abilities. This session will provide you with the opportunity to analyse your learning style and to conduct a personal SWOT analysis to identify your strengths and development areas. This session will also include an introduction to the library and to the support systems available to you whilst working with UWE Bristol towards your qualification.

Topics covered in today's session will include:

- The benefits of taking responsibility for your personal development
- The value of learning and the importance of encouraging a commitment to learning
- The importance of understanding and capitalising on your personal values and individual learning styles when developing yourself and others
- How to identify potential development opportunities
- How to identify barriers to learning and methods to overcome them
- Available support mechanisms and how to make best use of them

By the end of the day you will be able to:

- Analyse your preferred learning style and those of others in the group
- Create a personal SWOT analysis
- Set out development plans including timescales and resource implications
- Know what resources are available to you at UWE Bristol and how to access them
- Have identified learning objectives for the next four months

Post session:

- Complete part one of the "Developing yourself and others" assignment
- Collect and analyse feedback from peers, management and staff

Day 2 and 3 - Developing yourself and others

These two days will provide you with the insights, frameworks and tools to effectively manage and develop yourself and other in your teams and organizations for high performance. Building on your learning from Day 1 you will focus on your role in supporting the development of others and how to update and review development plans. This session will also focus on linking your learning to assessment and how to work within an academic context.

Topics covered in this session will include:

- Central approaches for measuring and evaluating performance and behaviors
- Methods used to review and evaluate developmental progress
- Implications of different methods for workplace behaviour and work outcomes

- Methods used to plan and monitor learning
- Importance of "stretch" experiences for personal and professional development
- Strategies for self-leadership to increase commitment to personal and professional development
- Understanding and writing assessments

By the end of the two days you will be able to:

- Analyse development options
- Set effective goals and expectations for development
- Create a development plan for yourself and another course member
- Understand support needs that individuals may have and how to meet these
- Identify review mechanisms to support development
- Practice writing up your learning in alignment with assessment criterion

Post session:

- Complete your ILM assessment for the "Developing yourself and others" assignment

Day 3 and 4 - Leading and motivating a team effectively

These two days will increase your knowledge and understanding of the roles leaders play in developing and leading teams for achieving organisational goals and objectives. Over two days, you will look at how you take organisational strategy and vision and bring this into your team to understand the role they play. You will also explore and analyse what motivates people and what tools and techniques you can use to communicate and motivate your team to achieve their goals.

Topics covered in this session will include:

- Organisational purpose and the role it plays for first line management
- Team purpose - relating individual and team objectives to organisational purpose
- The role that effective communication plays in conveying the organisational and team purpose
- Motivational factors that are available to you as a leader and appreciation of how these factors can apply to different situations, teams and individual
- A range of effective motivational techniques for securing teams and individual commitment to purpose and objectives

By the end of the two days you will:

- Identify techniques for communicating purpose, goals and objectives
- Know how to select and use appropriate motivational interventions in different contexts to increase commitment to goals

- Review your own ability to set direction and communicate this to others
- Update and identify further leadership development needs

Post session:

- Complete your ILM assessment for the "leading and motivating a team effectively" assignment

What time commitment will I have to make?

You will be required to attend all the live online development days and structure your own personal learning time, to build on what you learnt in the sessions.

You will also be required to complete your ILM assessments to set submission dates.

As a guide we would recommend the programme will require around 60 hours of study to complete. This includes:

- Class time
- Class preparation
- Self-study alongside your planned sessions
- Writing your assignments*

*For each of the assignment you will be looking to use the following time:

- Developing yourself and others - approximately 7 hours researching your workplace context, preparing for and writing or presenting the outcomes of this assignment for assessment. The 'nominal' word count for this assignment is 1500 words; the suggested range is between 1000 and 2000 words.
- Leading and motivating a team effectively - approximately 9 hours researching your workplace context, preparing for and writing or presenting the outcomes of this assignment for assessment. The 'nominal' word count for this assignment is 1000 words: the suggested range is between 800 and 1500 words.

We encourage you to manage your own reading and are happy to supply a list of recommend texts on request to help you start.

How will I be assessed?

To achieve the ILM Level 3 Award in Leadership and Management, you will be required to complete two assignments. These will be based on your learning from the course around the following areas:

- Developing yourself and others: Analyse your own and one other member of your team's development needs and learning styles. You should decide how you will plan to meet these development needs, what support mechanisms are available and how the development can be monitored. The 'nominal' word count for this assignment is 1500 words: the suggested range is between 1000 and 2000 words.

- Leading and motivating a team effectively task: Understand the need for teams to have a sense of vision and purpose that reflects the organisations, and the role that effective communication, motivation and individual and team development play in enabling this to happen. The 'nominal' word count for this assignment is 1000 words: the suggested range is between 800 and 1500 words.

To support you with your submissions, you will have an hour's 1-2-1 tutorial for each assignment with your tutor to help look at how you approach structuring your answers, along with additional support resources around writing assignments.

You will be given two submission opportunities included within your programme fee to submit and pass the assessments. These will be set at the start of the programme.

My qualification

- ILM Level 3 Award in Leadership and Management - through successful completion of the programme and the two assessments, you will achieve the relevant credits against the units:
  - Developing yourself and others
  - Leading and motivating a team effectively

Bristol Business School – who we are

At Bristol Business School, our portfolio of open programmes offers you and your business a flexible learning solution. We have a range of programmes covering a wide range of topics, including Finance, Strategy, Marketing, Leadership, Coaching and Mentoring, Innovation, and Design Thinking, among many others. Our programmes are delivered by experienced practitioners and academics, who combine cutting-edge thinking with a practical, real-world focus, ensuring our programmes meet professional and industry needs.

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