

FIRST LINE MANAGEMENT & LEADERSHIP

CMI LEVEL 3 AWARD IN FIRST LINE MANAGEMENT AND LEADERSHIP

An introductory qualification for individuals taking their first steps into management who want to develop their knowledge, skills and confidence to lead themselves, support colleagues and contribute to team and organisational success.



IDEAL FOR ASPIRING AND NEW MANAGERS

Individuals taking their first steps into management or those who want to build essential leadership awareness and develop their potential.

WHAT YOU'LL LEARN

Gain the essential knowledge and practical skills to support yourself and others, communicate effectively, manage daily activities and contribute to the achievement of team and organisational goals.



KEY AREAS OF STUDY



Working with others
Build positive working relationships and work effectively as part of a team.



Communication
Communicate clearly and respectfully with colleagues and other stakeholders.



Managing daily activities
Plan and manage your day-to-day activities to support team objectives.



Supporting team performance
Understand your role in supporting colleagues and contributing to team success.



Understanding change
Recognise change in the workplace and adapt to new ways of working.



Professional development
Identify your learning needs and take steps to develop your knowledge and skills.

QUALIFICATION SNAPSHOT



LEVEL
3 (Undergraduate)



QUALIFICATION
CMI Level 3 Award



DURATION
1-3 months



TOTAL TQT
40 hours



AWARDED BY
Chartered Management Institute (CMI)



ASSESSMENT
Work-based assignments



CREDITS 5 credits



PROFESSIONAL RECOGNITION
Eligible for Foundation Chartered Manager (fCMgr) status

YOU WILL GAIN



Essential leadership knowledge and self-management skills



Improved communication and relationship building



Confidence to support others and contribute to team performance



Greater awareness of your role and responsibilities



A strong foundation for your management career

OUTCOMES THAT MAKE AN IMPACT



Build confidence as a new manager



Support and motivate colleagues effectively



Manage daily activities and priorities



Contribute to team and organisational success



Chartered Management Institute



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