

FIRST LINE MANAGEMENT & LEADERSHIP

CMI LEVEL 3 CERTIFICATE IN FIRST LINE MANAGEMENT AND LEADERSHIP

A practical qualification for aspiring or first-line managers who want to develop their knowledge, skills and confidence to lead teams, manage daily activities and contribute to organisational success.



IDEAL FOR ASPIRING AND NEW MANAGERS

Team members, shift leaders, supervisors and those taking their first steps into management who want to build essential leadership skills.

WHAT YOU'LL LEARN

Build the core knowledge and practical skills to support and lead teams, communicate effectively, manage daily activities and contribute to the achievement of team and organisational goals.



KEY AREAS OF STUDY



Managing people and teams

Understand team roles, build relationships and support team performance.



Communication

Communicate clearly and professionally with colleagues, teams and stakeholders.



Organisational awareness

Understand how organisations work and your role in achieving objectives.



Planning and delivering work

Plan, prioritise and monitor tasks to achieve agreed outcomes and targets.



Managing change

Understand change in the workplace and support teams through transition.



Professional development

Reflect on your practice, develop your skills and take ownership of your growth.

QUALIFICATION SNAPSHOT



LEVEL

3 (Undergraduate)



QUALIFICATION

CMI Level 3 Certificate



DURATION

4–6 months



TOTAL TQT

130 hours



AWARDED BY

Chartered Management Institute (CMI)



ASSESSMENT

Work-based assignments



CREDITS 13 credits



PROFESSIONAL RECOGNITION

Eligible for Foundation Chartered Manager (fCMgr) status

YOU WILL GAIN



Confidence to lead and support teams effectively



Stronger communication and interpersonal skills



Improved organisation and prioritisation of work



Better problem-solving and decision-making ability



A solid foundation for your management career

OUTCOMES THAT MAKE AN IMPACT



Lead teams with confidence



Improve day-to-day performance and productivity



Communicate clearly and build strong relationships



Contribute to organisational success and growth



Chartered Management Institute



www.dlmacademy.com



info@dlmacademy.com



+44 (0) 7877 908274