

MANAGEMENT AND LEADERSHIP

CMI LEVEL 4 AWARD IN MANAGEMENT AND LEADERSHIP

A practical qualification for aspiring and current managers who want to build the skills, confidence and knowledge to lead effectively, manage teams and contribute to the success of their organisation.



IDEAL FOR ASPIRING AND CURRENT MANAGERS

Team leaders, supervisors and first-time managers who want to develop their leadership skills, manage day-to-day activities and support their team to achieve results.

WHAT YOU'LL LEARN

Build essential knowledge and practical skills to lead teams, manage tasks, improve performance and support your organisation's goals while developing your own confidence and capability.



KEY AREAS OF STUDY



Managing people and teams
Understand how to lead, motivate and support individuals to achieve their best.



Effective communication
Build strong communication skills to develop relationships and improve team collaboration.



Planning and prioritising work
Manage tasks, plan activities and prioritise work to meet objectives and deadlines.



Problem solving and decision making
Use practical tools and techniques to solve problems and make informed decisions.



Organisational awareness
Understand your role within the organisation and how your work contributes to wider goals.



Professional development
Reflect on your strengths and areas for development to support your growth as a manager.

QUALIFICATION SNAPSHOT



LEVEL
4 (Certificate Level)



QUALIFICATION
CMI Level 4 Award in Management and Leadership



DURATION
1-3 months



TOTAL TQT
60 hours



AWARDED BY
Chartered Management Institute (CMI)



ASSESSMENT
Work-based assignments



CREDITS
6 credits



PROFESSIONAL RECOGNITION
Eligible for Foundation Chartered Manager (fCMgr) status upon completion



GUIDED LEARNING HOURS
20 hours

YOU WILL GAIN



Practical management and leadership skills you can apply immediately



Ability to lead and support teams with confidence and empathy



Improved performance and productivity through effective management



Greater confidence in decision making and problem solving



A solid foundation for your management career progression

OUTCOMES THAT MAKE AN IMPACT



Develop your leadership confidence



Support your team and improve performance



Manage tasks and priorities more effectively



Make informed decisions every day



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