

CMI LEVEL 4

EXECUTIVE PROGRAMME PROSPECTUS

MANAGEMENT & LEADERSHIP

BUILD CONFIDENCE. LEAD EFFECTIVELY.

A professionally recognised programme designed to develop personal management capability, effective decision-making, operational contribution and the skills to manage people.

PRACTICAL MANAGEMENT | CMI RECOGNITION | WORKPLACE IMPACT

START THE CONVERSATION

www.dlmacademy.com

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CMI LEVEL 4

CHOOSE YOUR PATHWAY

A FLEXIBLE ROUTE FOR EVERY MANAGEMENT AMBITION

AWARD

60 TQT HOURS | 20 GLH | 6 CREDITS

At least one unit selected from the available Level 4 unit portfolio.

CERTIFICATE

130 TQT HOURS | 45 GLH | 13 CREDITS

At least two units selected from the available Level 4 unit portfolio.

DIPLOMA

390 TQT HOURS | 145 GLH | 39 CREDITS

All four mandatory Group A units plus at least 13 credits and 130 TQT from Group B.

PROFESSIONAL PROGRESSION

Successful learners can top up within the Level 4 suite and progress to CMI Level 5 Management and Leadership. They are also eligible for Foundation Chartered Manager, subject to retaining CMI membership.



CMI LEVEL 4

MANAGEMENT & LEADERSHIP



CMI LEVEL 4

DEVELOP PRACTICAL MANAGEMENT CAPABILITY

MANAGE WITH CONFIDENCE. LEAD WITH PURPOSE.

PROGRAMME PURPOSE

Develop personal management capabilities, make effective use of information in decision-making and operations, and strengthen skills in managing people.

FLEXIBLE PROGRESSION

Choose an Award, Certificate or Diploma route, then top up within the Level 4 suite or progress to Level 5 Management and Leadership.

WHO IT SUPPORTS

Managers developing greater confidence in leadership behaviour, stakeholder management, teams, communication, people practice and personal effectiveness.



CMI LEVEL 4

UNIT 4001V1 | 6 CREDITS



UNIT 4001V1

MANAGERIAL STYLES AND BEHAVIOURS

ADAPT YOUR STYLE. IMPROVE YOUR IMPACT.

GLH 20	TOTAL UNIT TIME 60	CREDITS 6
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WHY STUDY THIS UNIT?

Develop effective managerial styles and behaviours and learn how to adapt them in line with organisational expectations.

WHAT YOU WILL DEVELOP

Apply practical management and leadership skills to workplace situations, communicate effectively and make sound, evidence-informed decisions.

THE VALUE TO YOU

Strengthen day-to-day management confidence, professional credibility and the ability to support people, teams and organisational objectives.



CMI LEVEL 4

UNIT 4002V1 | 7 CREDITS



UNIT 4002V1

MANAGING STAKEHOLDERS? EXPECTATIONS

UNDERSTAND NEEDS. STRENGTHEN COMMITMENT.

GLH	TOTAL UNIT TIME	CREDITS
25	70	7

WHY STUDY THIS UNIT?

Identify organisational stakeholders, determine and monitor expectations and enhance stakeholder provision.

WHAT YOU WILL DEVELOP

Apply practical management and leadership skills to workplace situations, communicate effectively and make sound, evidence-informed decisions.

THE VALUE TO YOU

Strengthen day-to-day management confidence, professional credibility and the ability to support people, teams and organisational objectives.



CMI LEVEL 4

UNIT 4003V1 | 7 CREDITS



UNIT 4003V1

UNDERSTANDING ORGANISATIONAL CULTURE, VALUES AND BEHAVIOUR

SHAPE CULTURE THROUGH EVERYDAY LEADERSHIP.

GLH	TOTAL UNIT TIME	CREDITS
30	70	7

WHY STUDY THIS UNIT?

Understand organisational culture and values and how both influence individual and organisational behaviour.

WHAT YOU WILL DEVELOP

Apply practical management and leadership skills to workplace situations, communicate effectively and make sound, evidence-informed decisions.

THE VALUE TO YOU

Strengthen day-to-day management confidence, professional credibility and the ability to support people, teams and organisational objectives.



CMI LEVEL 4

UNIT 4004V1 | 7 CREDITS



UNIT 4004V1

UNDERSTANDING TEAM DYNAMICS

BUILD TEAMS THAT WORK.

GLH	TOTAL UNIT TIME	CREDITS
25	70	7

WHY STUDY THIS UNIT?

Understand groups, teams, norms and development, including the management of remote, displaced and virtual teams.

WHAT YOU WILL DEVELOP

Apply practical management and leadership skills to workplace situations, communicate effectively and make sound, evidence-informed decisions.

THE VALUE TO YOU

Strengthen day-to-day management confidence, professional credibility and the ability to support people, teams and organisational objectives.



CMI LEVEL 4

UNIT 4005V1 | 7 CREDITS



UNIT 4005V1

MANAGEMENT REPORT WRITING

WRITE CLEARLY. RECOMMEND CONFIDENTLY.

GLH 25	TOTAL UNIT TIME 70	CREDITS 7
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WHY STUDY THIS UNIT?

Develop management reports, gather and analyse data, draw conclusions and make recommendations that meet objectives.

WHAT YOU WILL DEVELOP

Apply practical management and leadership skills to workplace situations, communicate effectively and make sound, evidence-informed decisions.

THE VALUE TO YOU

Strengthen day-to-day management confidence, professional credibility and the ability to support people, teams and organisational objectives.



CMI LEVEL 4

UNIT 4006V1 | 7 CREDITS



UNIT 4006V1

MANAGEMENT AND LEADERSHIP INFLUENCING SKILLS

INFLUENCE WITH CREDIBILITY.

GLH	TOTAL UNIT TIME	CREDITS
25	70	7

WHY STUDY THIS UNIT?

Understand authority, leadership influence, communication, delegation and empowerment in achieving people and task objectives.

WHAT YOU WILL DEVELOP

Apply practical management and leadership skills to workplace situations, communicate effectively and make sound, evidence-informed decisions.

THE VALUE TO YOU

Strengthen day-to-day management confidence, professional credibility and the ability to support people, teams and organisational objectives.



CMI LEVEL 4

UNIT 4007V1 | 7 CREDITS



UNIT 4007V1

MANAGING INTERVIEWS

PREPARE. CONDUCT. FOLLOW THROUGH.

GLH	TOTAL UNIT TIME	CREDITS
25	70	7

WHY STUDY THIS UNIT?

Understand different interview types, manage the interview process and follow through on outcomes and agreements.

WHAT YOU WILL DEVELOP

Apply practical management and leadership skills to workplace situations, communicate effectively and make sound, evidence-informed decisions.

THE VALUE TO YOU

Strengthen day-to-day management confidence, professional credibility and the ability to support people, teams and organisational objectives.



CMI LEVEL 4

UNIT 4008V1 | 7 CREDITS



UNIT 4008V1

PROMOTING EQUALITY AND DIVERSITY

PROMOTE FAIRNESS. VALUE DIFFERENCE.

GLH	TOTAL UNIT TIME	CREDITS
30	70	7

WHY STUDY THIS UNIT?

Understand and promote equality and diversity, use feedback and support positive behaviour within individuals and teams.

WHAT YOU WILL DEVELOP

Apply practical management and leadership skills to workplace situations, communicate effectively and make sound, evidence-informed decisions.

THE VALUE TO YOU

Strengthen day-to-day management confidence, professional credibility and the ability to support people, teams and organisational objectives.



CMI LEVEL 4

UNIT 4009V1 | 8 CREDITS



UNIT 4009V1

STAFF INSPECTION REVIEW

REVIEW PRACTICE. DRIVE IMPROVEMENT.

GLH 40	TOTAL UNIT TIME 80	CREDITS 8
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WHY STUDY THIS UNIT?

Develop the skills and knowledge required to plan, conduct and present findings from a staff inspection review.

WHAT YOU WILL DEVELOP

Apply practical management and leadership skills to workplace situations, communicate effectively and make sound, evidence-informed decisions.

THE VALUE TO YOU

Strengthen day-to-day management confidence, professional credibility and the ability to support people, teams and organisational objectives.



CMI LEVEL 4

UNIT 5001V1 | 6 CREDITS



UNIT 5001V1

PERSONAL DEVELOPMENT AS A MANAGER AND LEADER

TURN INSIGHT INTO PROFESSIONAL GROWTH.

GLH 20	TOTAL UNIT TIME 60	CREDITS 6
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WHY STUDY THIS UNIT?

Assess and improve personal management and leadership skills and competencies against role and organisational objectives.

WHAT YOU WILL DEVELOP

Apply practical management and leadership skills to workplace situations, communicate effectively and make sound, evidence-informed decisions.

THE VALUE TO YOU

Strengthen day-to-day management confidence, professional credibility and the ability to support people, teams and organisational objectives.



CMI LEVEL 4

UNIT 5012V1 | 7 CREDITS



UNIT 5012V1

BEING A LEADER

LEAD WITH VALUES AND PURPOSE.

GLH	TOTAL UNIT TIME	CREDITS
30	70	7

WHY STUDY THIS UNIT?

Develop an ethical, value-based approach to leadership, adapt leadership styles and support team involvement and achievement.

WHAT YOU WILL DEVELOP

Apply practical management and leadership skills to workplace situations, communicate effectively and make sound, evidence-informed decisions.

THE VALUE TO YOU

Strengthen day-to-day management confidence, professional credibility and the ability to support people, teams and organisational objectives.



CMI LEVEL 4

UNIT 5014V1 | 6 CREDITS



UNIT 5014V1

INTRODUCTION TO MANAGEMENT COACHING AND MENTORING

DEVELOP PEOPLE THROUGH PURPOSEFUL CONVERSATIONS.

GLH	TOTAL UNIT TIME	CREDITS
40	60	6

WHY STUDY THIS UNIT?

Understand coaching and mentoring, their contribution to performance and learning, and their link to organisational objectives.

WHAT YOU WILL DEVELOP

Apply practical management and leadership skills to workplace situations, communicate effectively and make sound, evidence-informed decisions.

THE VALUE TO YOU

Strengthen day-to-day management confidence, professional credibility and the ability to support people, teams and organisational objectives.

CMI LEVEL 4

BUILD A STRONGER MANAGEMENT PIPELINE

DEVELOP PEOPLE. IMPROVE EVERYDAY LEADERSHIP.

LEVEL 4

Develop practical management and leadership skills for workplace responsibility and stronger performance.

PROGRESS

Top up from Award to Certificate or Diploma, then continue to CMI Level 5 Management and Leadership.

RECOGNITION

Successful learners are eligible for Foundation Chartered Manager, subject to retaining CMI membership.

DIPLOMA STRUCTURE

The Diploma includes mandatory Group A units 4001V1, 4002V1, 4003V1 and 5001V1, plus optional Group B units meeting the published credit and TQT requirements.



CMI LEVEL 4

YOUR NEXT LEADERSHIP MOVE



CMI LEVEL 4

READY TO BUILD PRACTICAL MANAGEMENT CONFIDENCE?

DEVELOP CAPABILITY. CREATE IMPACT.

Whether developing your own practice or strengthening management capability across an organisation, DLM Academy can help identify the right Level 4 route and unit combination.

START THE CONVERSATION

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DEVELOPING PEOPLE. DELIVERING RESULTS.