

HDTC Training Center

Provide

Technical proposal of the Training program

CMI Level 5 Award in Management and Leadership



Introduction

Program Objectives:

At the end of this training program, participants will be able to:

Being equipped with the knowledge, skills and behaviours to manage and lead in a variety of organisational settings is essential if an individual and their organisation are to succeed. This unit has been designed for learners who want to develop or sharpen their professional edge and enhance personal effectiveness. Learners will evaluate the impact of an organisations structure and governance on management and leadership. They will explore theoretical models, management and leadership styles and approaches designed to promote a culture of mutual trust, respect and support.

Program Outlines:

★ Day One: Understand factors which impact on an organisation's internal environment

- ✓ 1.1 Examine the impact of legal status on the governance of an organisation
- ✓ 1.2 Analyse the purpose of an organisation's mission and vision statements
- ✓ 1.3 Examine the impact of organisational structures on management roles
- ✓ 1.4 Discuss the impact of organisational values and ethics on management decision making

★ Day Two: Understand the application of management and leadership theories

- ✓ 2.1 Evaluate the relationship between management and leadership
- ✓ 2.2 Analyse the impact of management and leadership styles on individuals and teams
- ✓ 2.3 Discuss the influence of culture and values on management and leadership styles
- ✓ 2.4 Examine how management and leadership styles can be adapted in different situations

★ **Day Three: Understand the knowledge, skills and behaviours to be effective in a management and leadership role**

- ✓ 3.1 Assess the knowledge and skills required for a management and leadership role
- ✓ 3.2 Evaluate the factors that impact on the selection of communication techniques required to be effective in a management and leadership role
- ✓ 3.3 Analyse the behaviours required to be effective in a management and leadership role
- ✓ 3.4 Develop an approach for building a culture of mutual trust, respect and support with teams and
- ✓ individuals

Training methods:

- Technology-Based Learning.
- Simulation in Training.
- On-the-job guidance.
- Trainer-Led Training.
- Work Teams and Roles.
- Films and Videos.
- Case Studies and Workshops.

Financial proposal of the Training program

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