

MANAGEMENT ILM - AWARD IN FIRST LINE MANAGEMENT



Course Objectives

- To assist participants in gaining the knowledge required by a Manager
- To develop management skills in order to make an effective contribution to the company's success

Location:

NLT Training or employers premises if suitable

Duration:

5 Days

Designed For

Practising and aspiring First Line Managers who have received no formal training to date

Course Content

The programme consists of 34 guided learning hours, 5 notional credits, over a 1 year period made up of 5 x 1 day workshops covering the following topics:

Solving Problems and Making Decisions 2 credits

Plus the following topics to the value of 3 credits:

- Working with Costs & Budgets
- Introduction to Leadership
- Building the Team
- Motivating to Perform in the Workplace
- Developing Yourself & Others
- Achieving Objectives through Time Management
- Managing Health & Safety at Work
- Understand the Communication Process in the Workplace
- Recruiting, Selecting and Inducting New Staff in the Workplace
- Managing Stress in the Workplace
- Managing Conflict in the Workplace
- Coaching & Training your Work Team

www.nlt-training.co.uk

T: 0845 33 16 163

E: helen.deighton@nlt-training.co.uk

