CMI LEVEL 3 AWARD IN PRINCIPLES OF MANAGEMENT & LEADERSHIP PROGRAM

RC ™ Ramaq Chools
Consulting &Training

Contents

Introduction to Management & Leadership

Welcome, aspiring manager! The CMI Level 3 Award in Principles of Management & Leadership course teaches participants the basic skills and knowledge required to manage and lead a team effectively. The course covers topics such as how to set and monitor goals and objectives for yourself and your team, how to provide instruction, direction, and guidance to your team members, how to communicate and collaborate with different stakeholders, how to contribute to the delivery of a project, and how to manage daily activities and resources to achieve results.

Why Choose Chools?

Numbers That Speak for Themselves:

- **10,000+ Successful Alumni:** Join a network of impactful professionals.
- **95% Job Placement Rate:** Secure your future with Chools' proven track record.
- **20+ Years of Excellence:** Trust in a legacy of education and industry expertise.
- **200+ Industry Partnerships:** Leverage our connections for real-world insights and opportunities.

What Sets Us Apart?

- **Expert Instructors:** Learn from industry veterans with hands-on experience.
- **Hybrid Learning Model:** Balance online flexibility with in-person engagement.
- **Comprehensive Curriculum:** Stay ahead with courses designed meet market demands.
- **Community and Networking:** Be part of an active community of learners and professionals.

Who Can Apply?

Eligibility Criteria:

- Some experience or interest in management and leadership.
- Ability to complete a written assignment of about 2,000 words.

Ideal Candidates:

- Aspiring or practising managers who supervise or manage a team, project officers, or shift managers aiming to develop their leadership skills.

Program Overview

The CMI Level 3 Award in Principles of Management & Leadership Program provides extensive education in management and leadership practices. Our curriculum ensures a comprehensive understanding through four progressive stages, combining theoretical knowledge with practical, hands-on experience.

Learning Mode:

- **Hybrid Learning Model**: Combines online learning with in-person sessions for flexibility and interactive engagement.
- **Interactive Sessions**: Includes live webinars, workshops, and Q&A forums with expert instructors and peers.
- **Self-paced Learning**: Access course materials anytime, allowing you tlearn at your own pace.

Curriculum Highlights:

- **Fundamental Knowledge:** Core principles of management and leadership.
- **Advanced Techniques:** In-depth understanding of advanced leadership tools and practices.
- **Real-World Applications:** Practical projects and case studies to apply your learning.
- **Capstone Project:** A final project that integrates all your skills and knowledge, showcasing your proficiency in management and leadership.
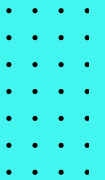
Professional Development

- **Continuous Learning:** Stay updated with the latest trends and advancements in management and leadership.
- **Networking Opportunities:** Connect with industry experts, peers, and alumni to advance your career.
- **Ethical Considerations:** Learn about ethics and compliance to maintain the integrity of your practices.

Program Objectives

- Master basic skills in management and leadership.
- Implement advanced leadership techniques and tools.
- Explore management frameworks and best practices.
- Address real-world challenges in management and leadership.
- Understand ethical considerations in leadership.
- Foster continuous learning.
- Encourage teamwork and collaboration.
- Prepare for advanced roles in management and leadership.

Expected Outcomes

- Proficiency in management and leadership tools and techniques.
- Practical experience through hands-on projects.
- Strong analytical and problem-solving skills.
- Application of ethical practices.
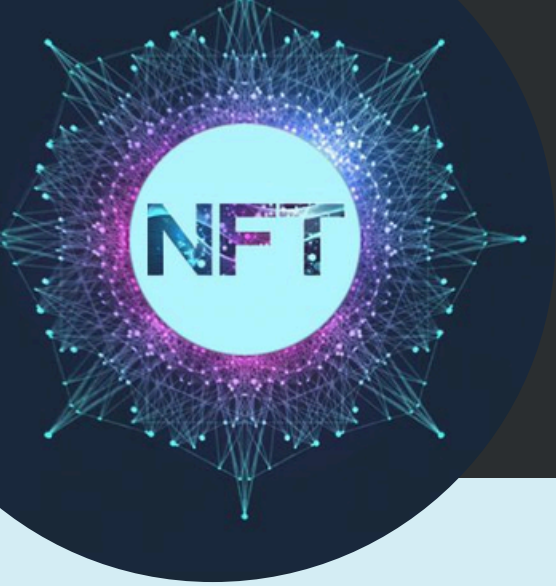- Innovation in management and leadership solutions.

Skills Learned

- **Goal Setting and Monitoring:** Setting and monitoring goals and objectives for yourself and your team.
- **Instruction and Guidance:** Providing instruction, direction, and guidance to your team members.
- **Communication and Collaboration:** Communicating and collaborating with different stakeholders.
- **Project Contribution:** Contributing to the delivery of a project.
- **Resource Management:** Managing daily activities and resources to achieve results.

Job Positions and Opportunities

- **Career Paths:** Team Manager, Project Officer, Shift Manager, HR Manager, Organizational Development Specialist.
- **Industry Demand:** High demand across various sectors, competitive salaries, and strong growth potential.

Key Industry Verticals

- **Skill Application Areas:** Technology, Finance, Healthcare, Government, Retail, Energy, Telecommunications, Manufacturing.

Program Outline

Stage 1: Fundamentals of Management & Leadership

1. Introduction tManagement & Leadership
- Core principles, tools, and industry applications.

2. Goal Setting and Monitoring
- Setting and monitoring goals and objectives for yourself and your team.

3. Instruction and Guidance
- Providing instruction, direction, and guidance tyour team members.

4. Communication and Collaboration
- Communicating and collaborating with different stakeholders.

Stage 2: Advanced Leadership Techniques

5. Advanced Goal Setting Techniques
- Setting and monitoring advanced goals and objectives.

6. Delegation and Task Management
- Methods and tools for delegating tasks and resolving conflicts.

7. Motivating and Empowering Teams
- Strategies and best practices for motivating, empowering, and rewarding teams.

8. Performance Evaluation Models
- Models and frameworks for evaluating and improving team performance.

Stage 3: Practical Applications

9. Practical Management Projects
- Developing and implementing management and leadership projects.

10. Ethics and Compliance in Management
- Ensuring ethical practices and compliance.

11. Communication Skills for Managers
- Enhancing communication skills for effective team leadership.

12. Business Intelligence Applications
- Using data for management decision making.

Stage 4: Capstone Project

13. Integration of Learned Skills
- Apply tools and techniques treal-world management problems.

14. Advanced Management Systems
- Developing complex management systems.

15. Organizational Effectiveness
- Enhancing organizational effectiveness through management and leadership.

Program Outline

16. AI for Management
- Implementing AI solutions in management and leadership.

Elective Modules

17. Data Ethics and Privacy
- Ethical considerations, privacy laws, compliance strategies.

18. Predictive Analytics with Management
- Building and validating predictive models.

19. AI for Management
- Implementing AI solutions in management.

20. Advanced Data Warehousing Techniques
- Optimizing data warehousing solutions.

21. Data-Driven Management Decision Making
- Using data tinform and drive management strategies.

22. Cloud Management Solutions
- Deploying management systems on cloud platforms.

23. Management Project Management
- Leading management projects, ensuring successful delivery.

24. Big Data Security
- Securing data in big data environments.

25. IoT for Management
- Securing and managing IoT devices in management.

Enrollment Now Open

Take the first step towards becoming a certified Management Professional. Enroll in our program and enhance your career.