

# ILM FOUNDATION

## ABOUT LEVEL 3

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The Qualifications on offer are the Certificate and Diploma in Leadership & Management and the Certificate in Effective Coaching & Mentoring.

### ILM LEVEL 3 QUALIFICATION IN LEADERSHIP & MANAGEMENT

This programme of study is aimed essentially at new or aspiring Managers/Supervisors and those individuals looking to taking their first step into a Line Management role, and for those who already have some management responsibilities. This combined knowledge and competency-based qualification will build and develop new skills to enhance their management career.

#### THE LEVEL 3 CERTIFICATE AND DIPLOMA IN LEADERSHIP & MANAGEMENT - CONTENT

##### CERTIFICATE MODULE 1

- Developing yourself and Others
- Developing People in the Workplace
- Understanding Leadership
- Understanding Performance Management
- Understanding Innovation and Change

##### CERTIFICATE MODULE 2

- Leading and Motivating a Team effectively
- Understanding Recruitment and Selection
- Understanding Good Practice in Workplace Coaching
- Understanding how to Lead Effective Meetings

##### DIPLOMA MODULE 3

- Planning and Leading a Complex Team Activity
- Developing your Leadership Style
- Understanding Good Practice in Workplace Mentoring
- Understanding the Management role to improve Management Performance

### ILM LEVEL 3 QUALIFICATION IN COACHING & MENTORING

This is ideal if you are a manager with significant responsibility for coaching and mentoring as part of your day-to-day role. It will also support you if you are planning to move into a development role in your organisation or start a career as a freelance coach and mentor. It is also ideal for Managers who are already carrying out coaching and mentoring in their everyday role.

#### THE LEVEL 3 CERTIFICATE IN EFFECTIVE COACHING & MENTORING - CONTENT

##### CERTIFICATE MODULE 1

- Understanding Good Practice in Coaching within an Organisational Context
- Understanding Good Practice in Mentoring within an Organisational Context

##### CERTIFICATE MODULE 2

- Undertaking an Extended Period of Coaching within an Organisational Context
- Reflecting on Coaching Skills within an Organisational Context



# YOUR QUESTIONS

## ANSWERED

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### THE DELIVERY TIME:

**LEADERSHIP & MANAGEMENT:** The full Diploma Qualification is delivered in 3 modules each of 5 days duration. There is a period of around 4/5 weeks between each module. This allows the student time to return to their workplace, review their learning and complete the required assignments.

**COACHING & MENTORING:** This Certificate only programme is delivered in 2 modules of 5 days duration. There is a period of 4/5 weeks between each module. This will allow time for the necessary input, assignment briefings and afford the opportunity for students to practise the skills needed.

### WHO SHOULD ATTEND?

**LEADERSHIP & MANAGEMENT:** This programme of study is aimed essentially at new or aspiring Managers/ Supervisors and those individuals looking to take their first step into a Line Management role, and for those who already have some management responsibilities.

**COACHING & MENTORING:** This programme of study is aimed essentially at new Supervisors or Managers, or those who may have not managed staff before. This would include existing those who may have been a specialist role where staff development was not a key priority.

### WHAT QUALIFICATIONS DO I NEED?

**LEADERSHIP & MANAGEMENT:** No formal educational qualifications are needed but you should currently be in - or about to undertake - a new Management position.

**COACHING & MENTORING:** No formal educational qualifications are needed but you should be working in a Line Manager role with specific responsibility for staff development.

The programmes are delivered in English, so you should be reasonably fluent in both written and spoken English, and possess a good level of IT skills.

### WHAT ABOUT EXAMINATIONS?

There are no examinations. Each student must successfully complete all the required assignments as well as attend all the training Workshops, and maintain ongoing professional development records. Learner progress will also be monitored during their training along with observed practical assignments.

### WHAT HELP DO I GET?

You will be given continual guidance and support throughout the whole qualification, via our bespoke 24 hour Online Student Platform, so as to ensure success.

### WHAT ABOUT COSTS AND FEES?

Oakwood's fees are acknowledged to be highly competitive. You may find a cheaper provider elsewhere - but we will never be beaten on quality!

### HOW DO I FIND OUT MORE OR REGISTER TO ATTEND?

Please contact our **Programme Management Team** in Dubai for a no-obligation discussion about enrolment, fees or any other matter that needs clarification.



Approved  
Centre



INVESTORS  
IN PEOPLE

Silver  
Until 2020

### OAKWOOD INTERNATIONAL MENA OFFICE

Office 901, 9th Floor Millennium  
Plaza Hotel & Office Tower  
Sheikh Zayed Road, Dubai, UAE

**Tel:** 00 971 (4) 3599020

**Email:** [info@oakwooddubai.ae](mailto:info@oakwooddubai.ae)

**Web:** [www.oakwooddubai.ae](http://www.oakwooddubai.ae)