



CeeMac Projects (UK) Ltd



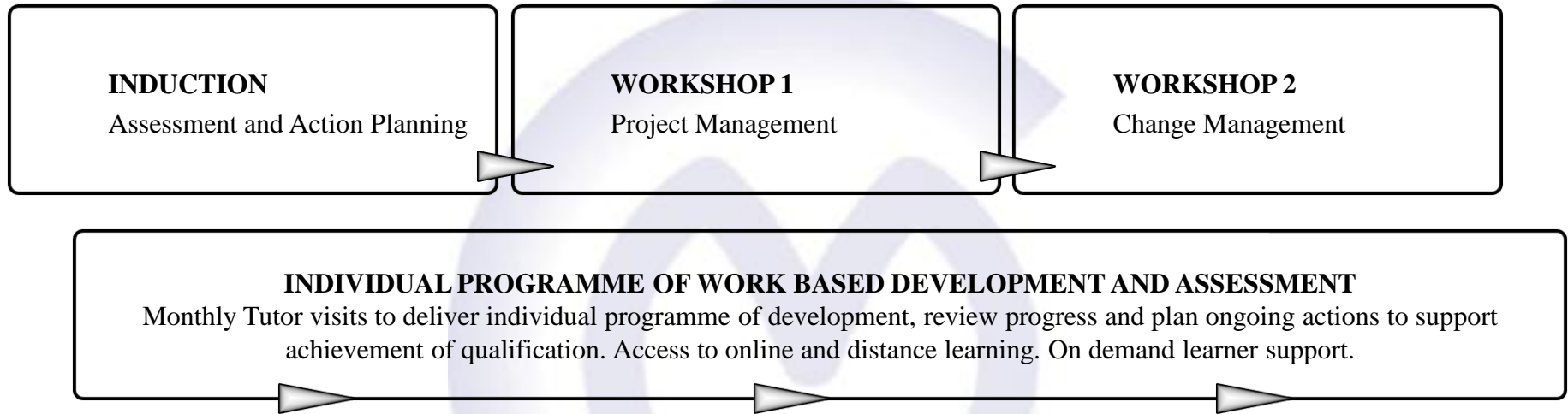
3rd Sector Management Programme

FUNDED



Programme Overview

Institute of Leadership & Management (ILM) Level 3 Management programme will be delivered over a period of 9 – 12 months within the workplace, supported by attendance at two workshops and optional use of CeeMac online and distance learning materials.



Programme induction will be held in a local venue and will consist of:

- Assessment of individual management competencies and areas for development
- Action Planning, including on programme support, delivery timetable and structuring of qualification in line with individual needs
- Health & Safety Awareness raising and certification
- Equality & Diversity awareness raising and certification
- Environmental awareness raising and certification

Individuals will then enter a tailored programme of development, supported by attendance at 1 day workshops and online/distance learning options. On demand support is provided throughout programme participation.

On successful completion of the programme, individuals will achieve an ILM accredited Level 3 Management qualification.

ILM Level 3 Management Qualification Structure

To achieve the Institute of Leadership & Management (ILM) Level 3 Management qualification, candidates must complete seven units, four mandatory and three optional units.

During induction, an experienced CeeMac tutor will support individual candidates in structuring their programme of work based development and assessment, selecting mandatory and optional units from the groups below:

Mandatory Units

Reference	Title
A1	Manage your own resources and professional development
B5	Provide Leadership in your area of responsibility
D1	Allocate and monitor the progress and quality of work in your area of responsibility
E5	Ensure health and safety requirements are met in your area of responsibility

Optional Units

Reference	Title
B11	Promote equality of opportunity and diversity in your area of responsibility
C2	Encourage innovation in your area of responsibility
C5	Plan change
C6	Implement change
D1	Develop productive working relationships with colleagues
D3	Recruit, select and keep colleagues
D7	Provide learning opportunities for colleagues
E1	Manage a budget
F1	Manage a project
F6	Monitor and solve customer service problems
F8	Work with others to improve customer service

Workshop 1 – Project Management

Aims

To give participants an introduction to, and understanding of, project management terminology, and a working knowledge of the project management discipline.

Who is it for?

Those working in small to medium-sized organisations in both the public and private sector who are relatively new to the formal discipline of project management and those who wish to have recognised frameworks for their current methodology.

Learning Outcomes

By the end of this course you will be able to:

- Recognise the nature, some of the jargon and purpose of project management
- Define project aims and objectives
- Timetable projects
- Plan for crisis management
- Implement some project management techniques

Content

- Defining projects and project management
- Work breakdown structure
- Gantt charts
- Task dependencies
- Estimating timescales
- Project documentation
- Project people
- Project finance
- Risk
- Problem solving
- Planning tools and tips

Please Note: Participants will go away with practical examples and actions to apply back in their workplaces.



Workshop 2 – Change Management

Aims

To provide participants with an introduction to some of the tools and techniques of managing change in organisations and allow a ‘safe’ environment to develop skills.

Who is it for?

Managers, staff and trustees involved in developing direction and strategies for change in their organisation.

Learning Outcomes

By the end of the course participants will have:

- Identified how change affects organisations
- Explored change management models
- Examined barriers to organisational change
- Considered how change management can be best used in the work place

Content

- Principles of change management
- Understanding people’s response to change
- Leadership in the change process
- Communication
- Using the right change management techniques
- SMART & PESTLE tools
- Identifying barriers to change
- Developing teams
- Methods of implementing change

Methodology:

Input, discussion, exercises, games, simulations, practice, reflection.

Getting Started

Employer commitments

Your employer will need to complete a brief organisational needs analysis, helping to ensure that the training selected will support its objectives and have a positive impact. An employer eligibility form will be completed and we will ask a senior manager and individuals line managers to confirm that they will support employees and volunteers on programme.

Employee/Volunteer commitments

Individuals will be undertaking a programme of development and assessment lasting 6 – 9 months for a level 2 programme / 9 – 12 months for a level 3 programme. We will conduct an initial ½ day session to complete enrollment and induction. This will be followed by attendance at 2 x 1 day workshops and a programme of work based development and assessment requiring a commitment of a few hours per month 1:1 with a tutor and additional time for completion of distance learning, work based projects and portfolio development. It is important to note that all programmes require development of a written evidence portfolio and that individual levels of ability and support needs will need to be taken into consideration.

Application process

Individuals should fully complete an application form and return this by e mail/post/fax. It is important that all questions are answered , you detail any previous qualification levels and that you fully express any needs you might have relating to additional support as a result of disabilities, learning difficulties or literacy/numeracy skills.

Application processing

We will acknowledge receipt of your application. We will then process this, check eligibility and confirm the outcome of your application. A date will then be confirmed with you for initial induction, assessment and action planning.

Timeline

It typically takes a week to process your application and a further 2 weeks to allocate your tutor and set up induction. Some programmes are workshop based and will require you to submit your application by a set deadline and attend a pre scheduled induction and programme of activity. Applications can often be considered after stated deadlines but the published schedule of activity may change.

PLEASE CALL 0800 195 8799 OR E MAIL info@cee-mac.com IF YOU HAVE ANY QUESTIONS

