

ILM Level 3 Award in Effective Management

Silicon Beach Training are now offering this fantastic opportunity to learn how to become an effective and productive manager - promote productivity under your management with this ILM Level 3 Award in Effective Management

Objective

Undertaking this ILM Level 3 Award in Effective Management will help candidates to fully appreciate the required steps they need to take in order to be an effective manager, including:

- Personable management qualities
- Understanding innovation and business change
- Decision-making and problem-solving
- Planning, allocating roles, and delegating tasks
- Quality Assurance
- Health and Safety considerations
- Enhancing Motivation
- Costing, budgeting, and finance
- Procurement and Supplier Management
- Resource Utilisation
- Business Writing

Details

Duration: 5 Days

Who is this course for

This training course is intended for candidates that have the intention to imminently fulfil a new management role or that wish to improve their current management techniques to enhance on their team's productivity - there are no qualification or experiential prerequisites

Course Content

- Comprehending, planning, and initiating workplace change
- Achieving punctual objectives
- Business writing skills
- Managing innovation and encouraging creativity
- Maximising customer service
- Management briefings and presentations
- Motivating your employees
- Team building and cohesion
- Managing and avoiding conflict
- Managing workplace stress
- Recruitment
- Internal employee work relationships
- Efficient and productive work
- Understanding business ethic and objectives
- Marketing Skills
- Communicating one-to-one with employees
- Supporting staff and encouraging sustainable working practices
- Understanding procurement and supply management
- Security measures
- Reducing business waste
- Writing progression and appraisal reports

Silicon Beach Training Ltd

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