



Global Management Academy



ILM PROGRAM CATALOGUE

Global Management Academy

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E-LEARNING WITH GLOBAL MANAGEMENT ACADEMY

First, let me say thank you for deciding to look at Global Management Academy's E-Learning Catalogue.

THE BENEFITS OF E-LEARNING WITH GLOBAL MANAGEMENT ACADEMY

Here are some of reasons why busy managers around the world choose to learn with Global:

- **Quality:** Global Programs are quality controlled by the ILM, the leading Management Certification body. In Europe.
- **You're in control** - to learn at your own pace, from any location. Complete your course, or qualifications as quickly, or as slowly as you require.
- **Affordability:** Global Online Learning offers significant costs savings over conventional classroom-based training.
- **Free Business Resources** - are provided with every course, including a 100 page + learning manual.
- **Continuous support** - dedicated coaches provide support throughout your enrolment, *and...*
- **Flexible Payment** - interest-free monthly payments from £25 per month.

HOW IT WORKS

When you enrol in a Global course, you get immediate access to our E-Learning Portal. Online courses contain:

- Online presentations
- Online quizzes
- Online self-assessments
- Online Case Studies
- Online videos
- Online Virtual Tutor commentary
- Downloadable learning manual (100 pages +) / workbooks / additional articles and Excel worksheets

Unlike other E-Learning organizations, Global courses also contain comprehensive paper based learning materials, which you can download and print.

In addition, you will have the support of a dedicated Global Coach throughout your program.

ILM QUALIFICATIONS

Global Management Academy is a registered centre for the provision of ILM qualifications. The ILM is the leading provider of vocational management qualifications in Europe, with more than 100,000 graduates.

Global Management offers a full suite of ILM qualifications for frontline and middle managers.



AFFORDABLE FEES

At Global Management Academy, we pride ourselves on providing high value learning which is affordable for individuals and delivers a much greater return on training investment for organizations. Individuals have the option of paying for their courses by modest interest free monthly instalments, or gaining up to 30% savings from up-front payment. Organizations can avail of our Corporate Portal services which offer very significant cost savings. *See the back page of this catalogue for Fees and Savings information.*

ILM LEVEL 3 PROGRAM IN LEADERSHIP AND MANAGEMENT

The ILM Level 3 Award Program in Leadership and Management is designed for newly appointed Supervisors and Managers, and will help you get started in a career in management. Candidates can select from a wide range of 30+ management courses.



WHO IS THIS PROGRAM FOR?

The ILM Level 3 Award in Leadership and Management program is designed to meet the needs of:

- Newly appointed supervisors who require training and support in the principles of effective leadership and management;
- Aspiring team members seeking skills to support their career development plans;
- Junior managers and supervisors, who need to enhance their knowledge and skills to improve personal performance, and better meet the demands of the organization and their jobs.
- Managers in both the commercial and public sectors.

ADMISSION REQUIREMENTS

There are no formal entry requirements but participants will normally be practicing or aspiring first line managers with the opportunity to meet the assessment demands and have a background that will enable them to benefit from the program

ASSESSMENT

The assessments required for the program, comprise practical work based assignments, or written reports of about 1200 words for each Unit of study. The pass mark for an assignment is 50%. We provide comprehensive guidance on completion of your assignment, and your course tutor provides support throughout the courses of study, and have a 100% pass rate.

INCLUDED IN YOUR ENROLMENT

Enrolment and membership in the ILM *is included in your course fee*, which gives you access to an extensive online library of learning resources.

CREDIT COMPLETION REQUIREMENTS

The credit completion requirements for each program are:

- The Level 3 Award in Leadership and Management (requiring completion of **4 credits** – between 2 and 3 courses).
- The Level 3 Certificate in Leadership and Management (requiring completion of **13 credits** – between 6 and 8 courses)
- The Level 3 Diploma in Leadership and Management (requiring completion of **37 credits** – between 14 and 18 courses)

PROGRAM DURATION

Learners are free to complete the ILM Award, Certificate and Diploma programs at their own pace. However, there are time limits from the date of enrolment to completion (see below):

- Level 3: Award in Leadership and Management must be completed within **6 months** from the date of enrolment.
- Level 3: Certificate in Leadership and Management must be completed within **1 year** from the date of enrolment.
- Level 3: Diploma in Leadership and Management must be completed within **2 years** from the date of enrolment.

You will need to allocate between 10 and 20 hours to each course in the program. *In exceptional circumstances, extension on the completion dates may be possible.*

PROGRAM CONTENT

The ILM Level 3 program in Leadership and Management is highly flexible, allowing learners to select from an extensive range of management and leadership courses. The Specific ILM Units available for study include the following:

- M3.01: Solving Problems and Making Decisions (2 credits)
- M3.02: Understanding Innovation and Change in the Organization (2 credits)
- M3.03: Planning Change in the Workplace (1 credit)
- M3.04: Planning and Allocating Work (1 credit)
- M3.05: Writing for Business (1 credit)
- M3.09: Giving Briefings and Making Presentations (2 credits)
- M3.10: Understanding Leadership (2 credits)
- M3.11: Understand how to establish an Effective Team (1 credit)
- M3.13: Developing yourself and others (2 credits)
- M3.14: Understand Conflict Management in the Workplace (1 credit)
- M3.15: Understand Stress Management in the Workplace
- M3.21: Organizing and Delegating (1 credit)
- M3.22: Managing Workplace Projects (2 credits)
- M3.26: Understanding Performance Management
- M3.27: Understanding Costs and Budgets in the organization (1 credit)
- M3.30: Understanding the Communication Process in the Workplace (1 credit)
- M3.33: Understand how to Lead Effective Meetings (2 credits)
- M3.35: Understanding Marketing for Managers (1 credit)
- M3.31: Understanding Negotiating and Networking in an Organization (1 credit)
- M4.28: Understanding Financial Management (3 credits)
- M4.09: Delegating Authority in the Workplace (3 credits)
- M2.27: Satisfying Customer requirements (1 credit)
- M2.31: Understanding Sales in the Workplace (2 credits)
- M2.26: Methods of Communicating in the Workplace (1 credit)
- M2.20: Managing yourself (1 credit)
- M4.27: Management Communication (4 credits)
- M4.06: Managing Risk in the Workplace (3 credits)
- M4.11: Developing and Managing People in the Workplace (5 credits)

ILM LEVEL 5 PROGRAM IN LEADERSHIP AND MANAGEMENT

The Level 5 Award, Certificate or Diploma in Leadership and Management is designed for practising middle managers, helping them to develop their skills and experience, improve performance and prepare for senior management responsibilities.



Candidates can select from a wide range of 20+ management courses.

BENEFITS OF THE ILM LEVEL 5 PROGRAM

BENEFITS FOR INDIVIDUALS

- Use core management techniques to drive better results
- Develop your ability to lead, motivate and inspire
- Provide strategic leadership as well as day-to-day management
- Benchmark your managerial skills
- Raise your profile in your organisation.

BENEFITS FOR EMPLOYERS

- Encourage strategic thinking at this level of management, to foster business improvement
- Engage middle managers with training and development – this qualification is designed to provide clear, measurable benefits to career-minded professionals
- Customise this qualification to your development needs.

INCLUDED IN YOUR ENROLMENT

Enrolment and membership in the ILM *is included in your course fee* which gives you access to an extensive online library of learning resources.

CREDIT COMPLETION REQUIREMENTS

The credit completion requirements for the Level 5 program are as follows:

- The Level 5 Award in Leadership and Management (requiring completion of **6 credits** – between 2 and 3 courses).
- The Level 5 Certificate in Leadership and Management (requiring completion of **13 credits** – between 4 and 5 courses)
- The Level 5 Diploma in Leadership and Management (requiring completion of **37 credits** – between 8 and 12 courses)

ASSESSMENT

The assessments required for the program, comprise practical work based assignments, or written reports of about 2500 words for each Unit of study.

The pass mark for an assignment is 50%. We provide comprehensive guidance on completion of your assignment, and your course tutor provides support throughout the courses of study, and have a 100% pass rate.

ADMISSION REQUIREMENTS

There are no formal entry requirements but participants will normally be practicing middle managers with the opportunity to meet the assessment demands and have a background that will enable them to benefit from the program

PROGRAM DURATION

Learners are free to complete the ILM Award, Certificate and Diploma programs at their own pace. However, there are time limits from the date of enrolment to completion (see below):

- Level 5: Award in Leadership and Management must be completed within **6 months** from the date of enrolment.
- Level 5: Certificate in Leadership and Management must be completed within **1 year** from the date of enrolment.
- Level 5: Diploma in Leadership and Management must be completed within **2 years** from the date of enrolment.

You will need to allocate between 16 and 24 hours to each course in the program. *In exceptional circumstances, extension on the completion dates may be possible.*

PROGRAM CONTENT

The ILM Level 5 program in Leadership and Management is highly flexible, allowing learners to select from an extensive range of management and leadership courses.

The Specific ILM Units available for study include the following:

- M5.02: Managing Improvement (3 credits)
- M5.03: Making a Financial Case (3 credits)
- M5.05: Leading Innovation and Change (5 credits)
- M5.08: Managing Stress and Conflict in the Organization (3 credits)
- M5.10: Understanding the Organizational Environment (5 credits)
- M5.11: Understanding the Organization Culture and Ethics (3 credits)
- M5.12: Managing Customer Relations (3 credits)
- M5.15: Managing Projects in the Organization (4 credits)
- M5.27: Making Professional Presentations (2 credits)
- M5.46: Developing and Leading Teams to achieve Organizational Goals and Objectives (4 credits)
- M4.27: Management Communication (4 credits)
- M4.07: Managing Risk in the Organization (3 credits)
- M4.08: Solving Problems by making effective Decisions (3 credits)
- M4.09: Delegating Authority in the Workplace (3 credits)
- M4.10: Managing and Implementing Change in the Workplace (6 credits)
- M4.11: Developing People in the Workplace (5 credits)
- M4.28: Understanding Financial Management (3 credits)
- M5.31: Managing your Continuing Professional Development (15 credits)
- M4.36: Managing Marketing Activities (3 credits)
- M4.30: Managing Meetings (3 credits)

ILM ENDORSED PROGRAMS



The following programs are all endorsed by the Institute of Leadership and Management. Each Endorsed Program contains between 3 and 5 Management and Leadership courses at different levels. Endorsed programs are highly focused and can be completed relatively quickly. No formal written assessments are required for these programs.

- ➔ **THE GLOBAL EFFECTIVE FRONT-LINE MANAGER PROGRAM (5 Courses)**
- ➔ **THE GLOBAL EFFECTIVE TEAM LEADER PROGRAM (5 Courses)**
- ➔ **THE GLOBAL EFFECTIVE MANAGER PROGRAM (4 Courses)**
- ➔ **THE GLOBAL EFFECTIVE EXECUTIVE MANAGER PROGRAM (4 Courses)**
- ➔ **THE GLOBAL BUSINESS IMPROVEMENT PROGRAM (3 Courses)**
- ➔ **THE GLOBAL CUSTOMER SERVICE MANAGEMENT Program (3 Courses)**
- ➔ **THE GLOBAL LEADING INNOVATION AND CHANGE PROGRAM (2 Courses)**
- ➔ **THE GLOBAL MANAGING FOR SERVICE EXCELLENCE PROGRAM (3 Courses)**
- ➔ **THE GLOBAL LEADERSHIP FOR RESULTS PROGRAM (2 Courses)**
- ➔ **THE GLOBAL MANAGING EMPLOYEE PERFORMANCE AND DEVELOPMENT PROGRAM (2 Courses)**
- ➔ **THE GLOBAL MASTERING LEADERSHIP PROGRAM (2 Courses)**
- ➔ **THE GLOBAL MANAGING BUSINESS PROJECTS PROGRAM (3 Courses)**
- ➔ **THE GLOBAL MANAGING FINANCIAL PERFORMANCE PROGRAM (2 Courses)**
- ➔ **THE GLOBAL MARKETING FOR MANAGERS PROGRAM (2 Courses)**
- ➔ **THE GLOBAL MANAGEMENT COMMUNICATION SKILLS PROGRAM (3 Courses)**
- ➔ **THE GLOBAL EFFECTIVE SALES MANAGEMENT PROGRAM (3 Courses)**
- ➔ **THE GLOBAL RISK MANAGEMENT FOR MANAGERS PROGRAM (2 Courses)**
- ➔ **THE GLOBAL STRATEGIC BUSINESS PLANNING PROGRAM (2 Courses)**
- ➔ **THE GLOBAL STRATEGIC MARKETING PLANNING PROGRAM (2 Courses)**
- ➔ **THE GLOBAL EFFECTIVE BUSINESS NEGOTIATING PROGRAM (2 Courses)**
- ➔ **THE GLOBAL MANAGING STRESS AND CONFLICT IN THE ORGANIZATION PROGRAM (2 Courses)**

*For further information about these programs, please refer to the **Global ILM Endorsed Programs Brochure**.*