



Management workshops

Leading to:

Level 2 Award/Certificate in Team Leading

Level 3 Award/Certificate in First Line Management

What are these workshops about?

They can provide a high level of flexibility to individuals and their employers to custom build a qualification in bite-sized chunks, whilst focusing on the key areas that are most relevant to the demands of team leaders and first line managers. These workshops have been designed to cover the mandatory and option units which can ultimately lead to gaining unit accreditation or the full Award qualification.

Who are they for?

They have been designed to give practising or aspiring team leaders and first line managers a solid foundation in their formal development and to help support the range of responsibilities such as: allocating work, achieving results, solving problems and understanding the change environment.

What sorts of things will they cover?

- Effective personal development planning
- Applying problem solving techniques
- Understanding change management
- Achieving objectives through effective time management

How you will learn and be assessed?

You will learn in the classroom and on the job as well as some self directed activities. Assessment for the unit and award accreditation qualification outcomes will be a combination of written and oral presentation assignments, reflective reviews and work based reports.

When will the workshops run and how much will it cost?

All courses are delivered at the University of Wolverhampton, Telford Campus, Priorslee, TF2 9FT

<u>Level 2 workshops</u>	<u>Date</u>	<u>Times</u>	<u>Cost*</u>
Developing yourself as a team leader	12th January 2012	9.30 - 12.30	£75
Planning and monitoring workloads	9 th February 2012	9.30 - 12.30	£75
Developing yourself as a team leader	17th April 2012	9.30 - 12.30	£75
Planning and monitoring workloads	17 th May 2012	9.30 - 12.30	£75
<u>Level 3 workshops</u>	<u>Date</u>	<u>Times</u>	
Problem solving in the workplace	26 th January 2012	9.30 - 13.30	£110
Understanding change in the workplace	23 rd February 2012	9.30 - 13.30	£110
Being effective in achieving objectives	8 th March 2012	9.30 - 13.30	£110
Problem solving in the workplace	1 st May 2012	9.30 - 13.30	£110
Understanding change in the workplace	31 st May 2012	9.30 - 13.30	£110
Being effective in achieving objectives	14 th June 2012	9.30 - 13.30	£110

***There are additional costs for registration and completion with ILM**

Workshops are priced individually for flexible learning and can be packaged to meet your needs

What to do next

To book a place please email Sue@macbrac.com or call 0845 241 6047