

CMI LEVEL 3 CERTIFICATE IN PRINCIPLES OF MANAGEMENT AND LEADERSHIP

Unit Title	Unit content	Assessments
Unit 1 - Principles of Management & Leadership (CMI301)	Wednesday 11th September 2019, Workshop 1 Course induction How organisations operate Understanding the management role	Written assignment on Principles of Management & Leadership, to be submitted on or before 3 rd December 2019
	Wednesday 9th October 2019, Workshop 2 Understanding the management role (cont.) Management and leadership approaches	
	Wednesday 6th November 2019, Workshop 3 Management and leadership approaches (cont.) Knowledge, skills and behaviours to be an effective manager	
Unit 2 - Managing a Team to Achieve Results (CMI302)	Wednesday 4th December 2019, Workshop 4 Understanding the role and purposes of teams Recognising the characteristics of high-performing teams	Written assignment on Managing a Team to Achieve Results, to be submitted on or before 13 th March 2020
	Wednesday 8th January 2020, Workshop 5 Recognising the characteristics of high-performing teams (cont.) Knowing how to lead, communicate with and motivate a high-performing team	
	Wednesday 12th February 2020, Workshop 6 Knowing how to respond to challenges, when managing a team proactively Knowing how to manage the performance of a team	

NB. Please note that all the units are subject to change/availability

[This course will also run later in January 2020]

All workshops will be half day sessions from 9:30am to 12:30pm and are held at our training suite at Gateway HR in Corby (NN17 5JG), with the option for individual tutorial support in the afternoon as needed.

The course cost £1,680 + VAT per person and includes:

- CMI registration and assessment fees
- CMI membership - for the duration of your study you will have access to all the key CMI membership services
- Participation in all workshops
- All essential course resources: course materials, copies of the slides and handouts, a study guide, assignment briefs
- Access to a range of online CMI resources, including Management Direct
- Tutorial time to help with assignments and study time.

WHAT IS THE CMI?

The CMI (Chartered Management Institute) is an accredited professional institution. It offers management qualifications at various levels, and its mission is to increase the number and standard of professionally qualified managers.

Gateway HR is a registered CMI Centre, which means we offer training courses to achieve CMI accredited qualifications. The Level 3 Certificate in Principles of Management and Leadership is our most popular accredited course, and runs several times each year.

WHAT IS INVOLVED IN A CMI QUALIFICATION?

If you enroll on this course, we will support you in completing two CMI units: Principles of Management and Leadership and Managing a Team to Achieve Results.

To gain the Level 3 Certificate in the Principles of Management and Leadership, you need to complete 121 TUT hours, and pass each unit. To pass a unit you will participate in a number of classroom-based workshops, carry out some personal study and work-based learning, and finally complete and pass a written assignment.

Once you have completed the Certificate, you could - at a later date - then complete some additional units, in order to achieve the Diploma.

We also run CMI Qualifications in Coaching and Mentoring, and also Level 5 in Leadership and Management for more experienced managers.

HOW TO FIND OUT MORE

If you would like to book this course, or if you would like any more information about what is involved, please don't hesitate to get in touch. If you have several employees who would be interested in one of these courses, we can design a bespoke programme to suit you; delivered on site for you or at our training suite.

Please call us on 01536 215240, or email training@gatewayhr.com