

Management Development

Certificate in Continuing Personal Development Awarded
by
Coventry University

(Lv5 – 40 Cat Points)



Overview

The Ithaka Leadership and Management Certificate is the foundation building block for developing your leadership and management skills. Upon completion, individuals can select additional Management Modules and build towards a full Diploma or Degree.

The Certificate is a 4 day programme, spread over 4 months. This time span has been carefully planned to allow individuals to implement their work based projects – a vital part of their development. To participate in this certificate delegates must have the backing of their organisation to implement the 2 work based projects.

Projects will involve additional research, developing full action plans, leading and managing their implementation, reviewing the project, and the identification of future improvements. Practical implementation has to take place before an individual can submit an executive report to the University. This practical approach has proven to be of considerable benefit to both the individual and the organisation.

This level is a Level 4/5 Certificate in Continuing Professional Development (CPD) and is awarded by Coventry University and can be upgraded to a full Level 5 Diploma (80 CAT Points) by completing a further 2 modules. Delegates will also receive an official results letter from the University stating which Management Modules were completed, as well as a Management Certificate from Ithaka Leadership Development.

The Certificate's two foundation modules focus on developing working relationship and maximising your ability to lead and motivate a team.

Programme Content

Module 1. Working with individuals and understanding self

Understand Yourself

- Self-Perception
- Personality profile modelling using Insights Discovery®

Building Effective Relationships

- Coping strategies for different personality types.
- Relationship building strategies

Develop Self Management To Improve Performance

- Maximising your behavioural strengths.
- How personality impacts on self management.
- Identifying personal development needs and plans.
- Time management
- Stress Management.

Identify How Personality Mix Affects Team Dynamics

- Team Working and Managing Teams
- Teams and Tasks – how to match talent and personality with needs.
- Predicting Team performance.
- Team analysis using Strengths, Weaknesses, Opportunities and Threats (SWOT) tool
- Dealing with team under performance

Module 2. Leading and working with team

High Performing Teams

- Characteristics of a high performing team
- The differences between a group and a team
- When a group moves to be a team.
- The manager's role in developing a team.
- Stages in team development (Bruce Tuckman).
- Tannenbaum and Schmidt – model of delegation and team development
- Belbin Team role theory

Communication Styles Within Teams

- Developing profiles of team members
- Mapping team communication
- Communicating throughout the team life cycle.

Values, Attitudes And Behaviours

- Personality profiling
- Values of individuals & team
- Matching the needs of different people or situations
- Becoming more influential.
- Developing a team charter

Influencing Styles

- Influencing skills for different personality types
- Visual, Auditory, Reflection & Kinaesthetic
- Body Language, tone and pace.
- Meta programmes.