



Chartered Management Institute

PROGRAMMES GUIDE

2023/2024



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Highlands
Professional

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TAKE THE FIRST STEP IN ACHIEVING YOUR MANAGEMENT GOALS

Looking to become a more skilled, confident, and successful leader?

The Chartered Management Institute (CMI) works closely with individuals, businesses, and education to inspire and promote better management.



Enhance your professional network

Access mentoring and engage with a global community of over 160,000.



Improve your management style

81% said their management skills have improved using CMI resources.



Benchmark your knowledge and skills

76% agree Chartered Status provides the ultimate competitive advantage.

Chartered Manager is all about professional recognition and is the highest status that can be achieved in the management and leadership profession. Chartered status recognises managers with exceptional management and leadership skills and commitment to Continuing Professional Development (CPD), demonstrating to employers and peers the value of a professional approach that delivers measurable impact. Backed by our Royal Charter, CMI is the only professional body able to award Chartered Manager status.

Interested in Chartered Manager but only just starting your management career journey?

Foundation Chartered Manager status will recognise your existing skills and knowledge and put you on the first step to a guided learning pathway towards full Chartered Manager status.

The Value of Chartered Managers

Chartered Managers make an essential economic contribution to the UK economy and businesses. In uncertain times, never has it been more important to ensure that all UK managers are professionally qualified to the highest level.

Benefits to your Organisation

Chartered Manager demonstrates that you solve problems and deliver solutions for your organisation.

- 95% say that Chartered Manager demonstrates their use of managerial skills to achieve organisational results.
- 81% say that since becoming Chartered, they have used their managerial skills to lead people and manage change.
- 78% say that since becoming Chartered, they have had a positive impact on the wider team in their organisation (such as increased employee engagement).

Benefits for Individuals

It will also help you to continue developing your skills across your career.

- 91% say their self-awareness has increased.
- 81% say their management skills have improved.
- 76% say that Chartered Manager provides the “ultimate competitive advantage”.



How to get Chartered?

Gaining Chartered Manager status involves reflecting on your recent workplace achievements and how you effectively apply your management skills to deliver positive business results.

There is a fast-track and full assessment process dependent on your level of experience and qualifications. Even if you do not hold any formal management qualifications, don't worry, CMI will support you to become a Chartered Manager through your experience alone.

Did you know that achieving Chartered Manager can take as little as a few weeks?

Identify your route below and start your journey to become a Chartered Manager today.

With CMI as your lifelong career partner, you will always have access to support, guidance and development opportunities to help you achieve your professional goals. Our Career Journey model helps you to define your strengths against the CMI Professional Standard, opening opportunities to strengthen your management and leadership skills, wherever you are in your career journey.

Resources and Benefits

Completing a CMI qualification offers you more than just academic standing, alongside your qualification you have access to CMI Membership and Support for the duration of your study.

This includes access to digital learning resources through ManagementDirect, our Careers Development Centre (CDC) and much more. We've pulled together all the key additional learning resources together for your studies.

Explore the benefits that come together with CMI membership

CMI membership gives you access to the tools and resources you need to take on any professional challenge. Whether you are looking to get ahead with your CPD, access digital resources to support your learning or inspiration to lead your team effectively, take advantage of your CMI membership today.

List of Membership Benefits

Management Diagnostic

Mental Health Support Service

Mentoring

CMI Magazine

ManagementDirect

National and Local Events

Career Development Centre

E-Newsletter

Level Definitions

Highlands Professional offers CMI qualifications from Level 2, right through to Level 7. Below is a broad overview of the qualifications and the roles that they cover.

Levels 2 and 3

Designed for aspiring, supervisory or first-line managers. Levels 2 and 3 offer a broad range of knowledge, ranging from team leading to project and resource management.

Levels 4 and 5

For mid-managers, Levels 4 and 5 are more appropriate as they focus on developing core management skills such as managing resources, recruitment, and information management.

Levels 6 and 7

Levels 6 and 7 are developed for senior managers who have the responsibility to translate organisational strategy into effective performance.

CMI LEVEL 2 DIPLOMA IN TEAM LEADING E-LEARNING

Ideal for new or aspiring Team Leaders

These qualifications are designed for team leaders, to support the development of their skills in leading a team, making sure that the team's work achieves organisational objectives, and contributes to planning problem solving and decision making.

Ensuring teams are equipped to meet organisational objectives by actively contributing to team planning.

Broader knowledge of team leading skills while focusing on the specific leadership areas appropriate to you and your workplace.

Development of all the key skills and competencies needed to become an effective team leader.

Who is this course for?

Intended for people who are responsible for leading a team which directly provides services or produces goods. It is equally valuable for the person who wants to develop towards a future role as a team leader. It is extremely relevant for individuals wishing to study while they work.

What are the entry requirements for the course?

There are no formal entry requirements.

Enrolment

You can join at any time as enrolment is ongoing.



Online interactive e-Learning

Students will be provided with a log-in for our online e-learning environment and will be able to study anywhere through the provision of highly interactive online learning materials for each course unit.

Online Resources support – CMI ManagementDirect

Students will be provided with a full reading list, and they will have direct access to CMI ManagementDirect Virtual Resource Library and the library at Highlands College which is stocked with up-to-date publications.

Tutor Support

Additional email and telephone support can be arranged if required.

What will I study on this course?

Core Units of Study

- 2001 Personal Development as a Team Leader
- 2002 Communicating with a Team
- 2003 Monitoring Team Performance
- 2004 Controlling Resources
- 2005 Building Work Relationships
- 2006 Developing Team Needs
- 2007 Providing Customer Service

What Qualification will I gain?

You will gain the CMI Level 2 Diploma in Team Leading on successful passing of units and obtaining minimum credits.



Will I go out on work experience?

For students to get the most out of their management course, using real-world examples to illustrate the concepts learned in their assignments and referring to the resource content hosted in the CMI Management Direct portal, will assist students in gaining a better understanding of what is required of them when submitting assignments for marking.

How is the course assessed?

To successfully complete the programme, delegates must complete both written and practical assignments.

Learners will have one year from their registration date to complete their study and pass their assignments.

What does this course lead on to?

On completion of the qualification delegates can progress onto CMI – Level 3 Principles of Management and Leadership.



CMI LEVEL 3

PRINCIPLES OF MANAGEMENT AND LEADERSHIP

These qualifications are aimed at practising or aspiring managers who supervise or manage a team, or project officer and shift manager to achieve clearly defined outcomes. They will set and monitor goals and objectives by providing instruction, direction, and guidance. Day to day operational and project activities are a key part of their role.

Upon completing the Certificate qualification you will be awarded Foundation Chartered Manager Status. Putting aspiring and early-career managers on a guided development pathway to becoming a fully-fledged Chartered Manager.

Timetable

Workshop Unit	Workshop Date	Assignment Submission
Unit 309 [3 Credits] Responding to Conflict in the Workplace Room L'Observatoire Tutor Kate Nolan	08 February 2024	28 February 2024
Unit 314 [5 Credits] Managing Budgets and Resources Room L'Observatoire Tutor Ian Ronayne	09 February 2024	29 February 2024
Unit 321 [5 Credits] Managing Own Personal and Professional Development Room L'Observatoire Tutor Kate Nolan	18 April 2024	08 May 2024

Unit 301 [7 Credits]

30 April 2024

21 May 2024

Principles of Management and Leadership

Room L'Observatoire | Tutor Ian Ronayne

Unit 302 [6 Credits]

23 May 2024

14 June 2024

Managing a Team to Achieve Results

Room L'Observatoire | Tutor Ian Ronayne

Unit 303 [5 Credits]

20 June 2024

12 July 2024

**Managing Individuals
to be Effective in their Role**

Room L'Observatoire | Tutor Kate Nolan

Unit 305 [4 Credits]

18 July 2024

09 August 2024

**Building Stakeholder Relationships
using effective Communication**

Room L'Observatoire | Tutor Mary Curtis

Unit 306 [6 Credits]

21 August 2024

09 September 2024

**Principles of Equality, Diversity,
and Inclusive Working Practice**

Room L'Observatoire | Tutor Mary Curtis

Unit Descriptions

Principles of Management and Leadership - Being equipped with the knowledge, skills, and behaviours to manage and lead effectively is essential if an individual and their organisation are to succeed. This unit has been designed for learners who want to develop or sharpen their professional edge and enhance personal effectiveness. The unit focuses on the ways organisations operate. The application of management and leadership approaches and how these can positively impact on own role, lead to improved performance, and support teams, colleagues, and customers. The aim of the unit CMI 301 is to introduce the foundations for managers, which will be developed throughout all the level 3 units.

Theme: Developing capabilities, delivering results, driving best practice
Interpersonal excellence - managing people and developing relationships.

UNIT
301

Managing a Team to Achieve Results - The ability to manage teams, which are able to communicate effectively and overcome barriers to achievement, is a critical skill for any manager. High performing cohesive teams are created in an environment where there is a collective understanding of values, goals and objectives. This unit has been developed to support managers in understanding the nature of teams in the workplace, and how these can be managed to achieve results.

UNIT
302

Managing Individuals to be Effective in their Role - High performing individuals' impact on the performance of teams and the organisation. The aim of this unit is to develop the manager's understanding of how to confidently use their knowledge, skills, and abilities to support individuals, not only to perform well, but to exceed expectations.

UNIT
303

Building Stakeholder Relationships using Effective Communication - Developing relationships with internal and external stakeholders is an essential management skill. Stakeholders can have a positive or negative impact on the success of an organisation. The aim of this unit is to equip managers to identify and understand stakeholder's needs, know the purpose and benefits of building relationships with different stakeholder groups, and the methods of communicating with them to achieve results.

UNIT
305

Principles of Equality, Diversity and Inclusive Working Practice - Treating colleagues, customers and stakeholders with dignity and respect enables relationships to develop and thrive. This unit focuses on how to develop inclusive working practices in line with organisational and legal frameworks. This will not only improve the productivity and wellbeing of staff, but impact positively on the whole customer experience.

UNIT
306

Responding to Conflict in the Workplace - Conflict and disagreements in the workplace have a detrimental effect on team dynamics, productivity and motivation. The ability to respond effectively to conflict is a fundamental skill for all managers. This unit aims to support managers to understand the types and causes of conflict and how to identify strategies to respond to conflict situations in a timely and professional manner.

UNIT
309

Managing Budgets and Resources - Budgets and resources are crucial to the functioning of any organisation. Organisations need to plan and manage money and resources to remain operational. The aim of this unit is to equip managers with the knowledge that they need to manage budgets and other resources. This allows them to remain efficient and effective.

UNIT
314

Managing Own Personal and Professional Development - In order to meet the demands of an ever-changing workplace, individuals need to ensure they continue to update and develop their knowledge and skills. Planning for personal and professional development ensures greater opportunities for success. The purpose of the unit is to support the manager to identify the benefits of engaging in personal and professional development. By using the knowledge gained, a meaningful development plan will be created to support them to become an effective manager in the workplace

UNIT
321



How long is this course and when does it run?

Delivery is through daytime workshops delivered over a 9-12-month period.

Start date: Flexible (join individual units at any time)

Where is this course run?

All workshops are held in the Highlands College Professional Studies Centre, you will also have access to dedicated online content and ManagementDirect – CMI's unique online multi-media knowledge base.

What are the entry requirements for this course?

There are no formal entry requirements, however the HP team will discuss the course content and assessment requirements in details with you in the first instance to ensure you are placed on the right qualification.

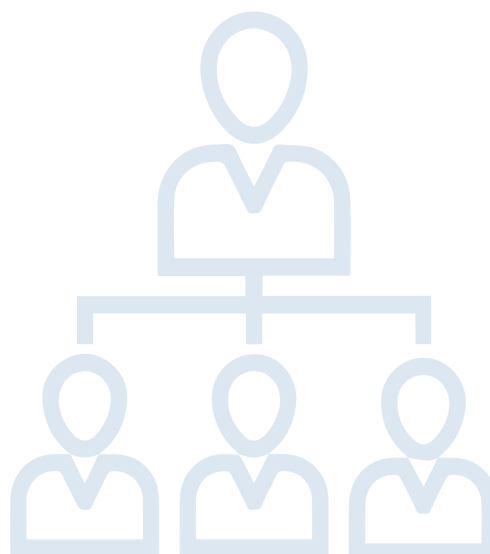
How will it be assessed?

To successfully complete the programme and gain the qualification, delegates must complete and pass a written assignment for each module.

If learners are attending available workshops as CPD only, there is no need to complete an assignment.

What can this course lead on to?

On completion of the qualification learners can progress on to CMI Level 5 Management & Leadership.



CMI LEVEL 5 MANAGEMENT AND LEADERSHIP

Ideal for Middle Managers

These qualifications are designed for practising middle managers and leaders at operations, division, departmental or specialist level, who are typically accountable to a senior manager or business owner. The primary role of a practising or aspiring manager and leader is to lead and manage individuals and teams to deliver the aims and objectives in line with the organisational strategy.

Timetable

Workshop Unit	Workshop Date	Assignment Submission
Unit 519 [6 Credits] Managing Quality and Continuous Improvement Room L'Observatoire Tutor Ian Ronayne	12 December 2023	02 January 2024
Unit 507 [5 Credits] Principles of Delivering Coaching and Mentoring Room L'Observatoire Tutor Mary Curtis	11 January 2024	02 February 2024
Unit 508 [4 Credits] Principles of Developing a Skilled and Talented Workforce Room L'Observatoire Tutor Ian Ronayne	08 February 2024	28 February 2024

Unit 501 [7 Credits]

15 February 2024

08 March 2024

**Principles of Management and
Leadership in an Organisational Context**

Room L'Observatoire | Tutor Ian Ronayne

Unit 509 [4 Credits]

07 March 2024

28 March 2024

Managing Stakeholder Relationships

Room L'Observatoire | Tutor Ian Ronayne

Unit 504 [5 Credits]

14 March 2024

05 April 2024

Managing Performance

Room L'Observatoire | Tutor Mary Curtis

Unit 510 [5 Credits]

04 April 2024

26 April 2024

Managing Conflict

Room L'Observatoire | Tutor Mary Curtis

Unit 511 [5 Credits]

05 April 2024

27 April 2024

**Principles of Recruiting,
Selecting and Retaining Talent**

Room L'Observatoire | Tutor Mary Curtis

Unit 513 [6 Credits]

02 May 2024

23 May 2024

Managing Projects to Achieve Results

Room L'Observatoire | Tutor Ian Ronayne

Unit 514 [5 Credits]	03 May 2024	24 May 2024
Managing Change		
Room L'Observatoire Tutor Mary Curtis		

Unit 519 [6 Credits]	30 May 2024	20 June 2024
Managing Quality and Continuous Improvement		
Room L'Observatoire Tutor Ian Ronayne		

Unit 521 [5 Credits]	31 May 2024	21 June 2024
Using Data and Information for Decision Making		
Room L'Observatoire Tutor Ian Ronayne		

Unit 501 [7 Credits]	27 June 2024	19 July 2024
Principles of Management and Leadership in an Organisational Context		
Room L'Observatoire Tutor Ian Ronayne		

Unit 504 [5 Credits]	26 July 2024	16 August 2024
Managing Performance		
Room L'Observatoire Tutor Mary Curtis		

Unit 505 [4 Credits]	22 August 2024	12 September 2024
Forming Successful Teams		
Room L'Observatoire Tutor Mary Curtis		

Unit 506 [5 Credits]

19 September 2024 10 October 2024

Managing Equality, Diversity and Inclusion

Room L'Observatoire | Tutor Mary Curtis

Unit 520 [6 credits]

23 September 2024 14 October 2024

Managing Finance

Room L'Observatoire | Tutor Paul Groden

Unit 507 [5 Credits]

17 October 2024 08 November 2024

Principles of Delivering Coaching and Mentoring

Room L'Observatoire | Tutor Mary Curtis

Unit 508 [4 Credits]

14 November 2024 05 December 2024

**Principles of Developing
a Skilled and Talented Workforce**

Room L'Observatoire | Tutor Ian Ronayne

Unit 509 [4 Credits]

12 December 2024 04 January 2025

Managing Stakeholder Relationships

Room L'Observatoire | Tutor Ian Ronayne

Unit Descriptions

Principles of Management and Leadership in an Organisational Context - Being equipped with the knowledge, skills, and behaviours to manage and lead in a variety of organisational settings is essential if an individual and their organisation is to succeed. This unit has been designed for learners who want to develop or sharpen their professional edge and enhance personal effectiveness. Learners will evaluate the impact of an organisation's structure and governance on management and leadership. They will explore theoretical models, management, and leadership styles and approaches designed to promote a culture of mutual trust, respect, and support.

UNIT
501

Managing Performance - Managing the performance of staff is essential to the smooth running of an organisation. This unit evaluates the reasons for managing performance and the approaches that can be used. It explores methods of rewarding the performance of individuals who exceed expectations, and analyses ways of managing under performance in a professional and supportive manner. This unit focuses on the way performance management, when used effectively, can impact on individual and organisational achievement.

UNIT
504

Forming Successful Teams - Teams play a vital role in enabling organisations to achieve their goals. This unit focuses on the purpose and characteristics of successful teams. Learners' will review theoretical and practical approaches to team formation: and be able to analyse and respond to challenges which occur when new teams are formed proactively.

UNIT
505

Managing Equality, Diversity and Inclusion - Effective management of equality and diversity not only benefits staff and stakeholders, it can positively impact on an organisation's achievement. This unit has been designed to enable the learner to analyse the requirements for managing, monitoring and reporting on equality, diversity and inclusion. It focuses on the skills required to lead by example and how to adapt leadership styles to support others to see the benefits of inclusive practice. On successful completion of the unit, learners will be armed with the knowledge required to develop and implement an Equality action plan, and monitor its outcomes to make continuous improvement.

UNIT
506

Principles of Delivering Coaching and Mentoring - Coaching and mentoring are proven techniques used to enhance the skills, knowledge, talents and potential of individuals as part of an organisational learning and development strategy. This unit explores the principles and practices of coaching and mentoring, and the impact these techniques can have in the development of a high-performance culture.

UNIT
507

Principles of Developing a Skilled and Talented Workforce - Having a skilled and talented workforce is fundamental if an organisation is to succeed. As responsibility for individual and team development becomes increasingly devolved to managers, it is essential they have the knowledge, skills and capabilities to ensure development needs are successfully met. This unit has been designed to enable the learner to understand the role of the manager in workforce development, and the scope and purpose of development activities. They will also have opportunity to explore innovative approaches for delivering workforce development and how well chosen learning and development activities can contribute to a talent management strategy.

UNIT
508

Managing Stakeholder Relationships - Good relationships, whether they are with customers, suppliers, partners, or staff, are a key contributor to an organisation's success. To build stakeholder relationships that are long lasting and sustainable, they need to be planned and developed. This unit explores the types and purposes of stakeholder relationships and the skills required to overcome challenges and manage these effectively.

UNIT
509

Managing Conflict - Managing conflict takes resilience. It requires the ability to evaluate complex information, make evidence-based judgements and act professionally within the bounds of organisational and legal frameworks. This unit is designed to equip the learner with strategies to manage conflict with confidence, find creative solutions and make difficult decisions.

UNIT
510

Principles of Recruiting, Selecting and Retaining Talent - Recruiting and selecting staff is a major challenge in a competitive market. Organisations are increasingly looking for innovative approaches to recruit individuals from the broadest talent pool. This unit has been designed to equip learners with an understanding of the factors which impact on recruitment. They will know how to develop plans and strategies for selecting staff and identify approaches for retaining the best of the best.

UNIT
511

Managing Projects to Achieve Results - The ability to manage projects is a vital skill for all managers. This unit focuses on the knowledge and skills required to manage projects successfully and overcome problems and challenges. It requires the learner to evaluate the methods and tools for planning tasks and activities, as well as knowing how to implement and manage project activities, build stakeholder relationships, manage resources and risk, monitor progress and report on outcomes.

**UNIT
513**

Managing Change - Change is inevitable if an organisation is to maintain competitiveness and currency of practice. This unit has been designed to enable the learner to evaluate types and reasons for change within organisations and be able to select and apply theoretical models for its management. The purpose is not only to enable learners to develop the skills to manage change and achieve set objectives, but to do so in a professional manner with open and honest communication throughout the entire process.

**UNIT
514**

Managing Quality and Continuous Improvement - Quality may be defined as excellence, capacity, grade, worth or meeting customer expectations. Whilst the definition for quality can easily be found in a dictionary it is much harder to develop and maintain. This unit looks at the challenge of developing quality within organisations. It focuses on embedding continuous improvement into working practices. On successful achievement of this unit learners will understand the scope and purpose of quality management, approaches, tools, and techniques for managing quality and how to judge its success.

**UNIT
519**

Managing Finance - Financial management skills are essential for all managers regardless of whether there is a dedicated finance team within an organisation. Financial acumen enhances decision making skills, which in turn supports management of projects, tasks, and functional areas. This unit has been designed to enable learners to understand how financial systems within organisations operate. Learners will evaluate the sources of finance for organisations and understand the principles for setting and managing budgets in line with regulatory and organisational guidelines. This unit has been designed to enhance the learner's confidence and credibility in financial management, which will translate into improved management skills.

**UNIT
520**

Using Data and Information for Decision Making - The ability to analyse and manage data and information can lead to increased competitiveness, innovation, productivity and customer satisfaction. However, with data and information volumes increasing at unprecedented levels, the ability to interpret, use, and harness 'big data' can become an organisational challenge. The aim of this unit is to equip learners with an understanding of the purpose and practices of interpreting, managing and presenting business data and information to inform decision making.



Who is this course for?

Level 5 are comprehensive qualifications providing you with the key management skills to enable you to operate effectively as a middle manager. It allows you to develop a range of competencies from operational management principles and practices to the development of resource control and use.

How long is this course and when does it run?

Delivery is through daytime workshops delivered over a 12-month period.

Start date: Flexible (join individual units at any time)

Where is this course run?

All workshops are held in the Highlands College Professional Studies Centre, you will also have access to dedicated online content and ManagementDirect – CMI's unique online multi-media knowledge base.

What are the entry requirements for this course?

There are no formal entry requirements, however the HP team will discuss the course content and assessment requirements in details with you in the first instance to ensure you are placed on the right qualification.

How will it be assessed?

If learners are attending available workshops as CPD only, there is no need to complete an assignment. To successfully complete the programme and gain the qualification, delegates must complete and pass a written assignment for each module.

What can this course lead on to?

On completion of the qualification delegates can progress on to CMI Level 7 Certificate in Strategic Management & Leadership and Chartered Manager status.



Apply, Expand, Experience

After starting your career, you'll learn to apply your skills, expand your knowledge through continuing professional development (CPD) and build your experience. CMI provides a wealth of online practical resources to help you progress.



Learn, Network, Unlock

Build your self-confidence by keeping up to date with the latest management trends and best practice. Network with other managers at CMI events and share your experiences to broaden your management judgement.



Reflect, Impact, Excellence

You have a strong sense of self-awareness, which you use to reflect on what you have done well, what could be improved, the impact you have and how you achieve excellence. It's all about going from being a good manager to a great one. At CMI, we call it becoming a Chartered Manager.



Vision, Adapt, Mentor

You influence, inspire and motivate your colleagues through clear leadership and effective collaboration. Your wealth of experience enables you to be agile and flexible, allowing you to adapt to the ever-changing world of business; with this insight you inspire the next generation of future leaders.

CMI LEVEL 7

STRATEGIC MANAGEMENT AND LEADERSHIP PRACTICE

Ideal for Senior, Director or CEO

These qualifications are designed for individuals wishing to develop strategic management and leadership practice who will have the knowledge, skills, and behaviours to drive business activities in a senior, regional, specialist, director or CEO management and leadership role.

The qualification contains a breadth of units, which are reflective of the tasks and activities required by managers in roles such as senior managers, regional management and specialist managers who are accountable to a senior manager or business owner.

This qualification is aligned to CMI Professional Standards and the Standard for the Senior Leader's Master's Degree Apprenticeship ST0480/01 (SLMDA).

Timetable

Workshop Unit	Workshop Date	Assignment Submission
Unit 716 [7 Credits] Strategic Approaches to Mental Health and Wellbeing Room L'Observatoire Tutor Ian Ronayne	11 December 2023	08 January 2024
Unit 702 [10 Credits] Leading and Developing People to Optimise Performance Room L'Observatoire Tutor Mary Curtis	12 January 2024 DAY 1 19 January 2024 DAY 2	09 February 2024

Unit 705 [8 Credits]	16 February 2024	15 March 2024
Leading Strategic Change	DAY 1	
Room L'Observatoire Tutor Ian Ronayne	23 February 2024	
	DAY 2	

Unit 714 [9 Credits]	20 March 2024	12 April 2024
Personal and Professional	DAY 1	
Development for Strategic Leaders	26 March 2024	
Room L'Observatoire Tutor Kate Nolan	DAY 2	

Unit 701 [11 Credits]	26 April 2024	23 May 2024
Strategic Leadership	DAY 1	
Room Bon Secours Tutor Ian Ronayne	03 May 2024	
	DAY 2	



Unit 705 [8 Credits] Leading Strategic Change Room L'Observatoire Tutor Ian Ronayne	07 June 2024 DAY 1 14 June 2024 DAY 2	04 July 2024
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Unit 702 [10 Credits] Leading and Developing People to Optimise Performance Room L'Observatoire Tutor Mary Curtis	12 July 2024 DAY 1 19 July 2024 DAY 2	09 August 2024
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Unit 714 [9 Credits] Personal and Professional Development for Strategic Leaders Room Bon Secours Tutor Kate Nolan	19 September 2024 DAY 1 27 September 2024 DAY 2	18 October 2024
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Unit 701 [11 Credits] Strategic Leadership Room L'Observatoire Tutor Ian Ronayne	25 October 2024 DAY 1 01 November 2024 DAY 2	26 November 2024
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Unit 705 [8 Credits] Leading Strategic Change Room L'Observatoire Tutor Ian Ronayne	29 November 2024 DAY 1 06 December 2024 DAY 2	27 December 2024
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Unit Descriptions

Strategic Leadership - The aim of this unit is to equip leaders with an in-depth understanding of strategic leadership within an organisational context. Leaders will explore the complexities of the role and the theoretical perspectives, approaches, behaviours, and skills which can enhance their professional practice. The unit focuses on the leader's ability to respond creatively to complex organisational challenges and understand how to set and deliver sustainable strategic goals.

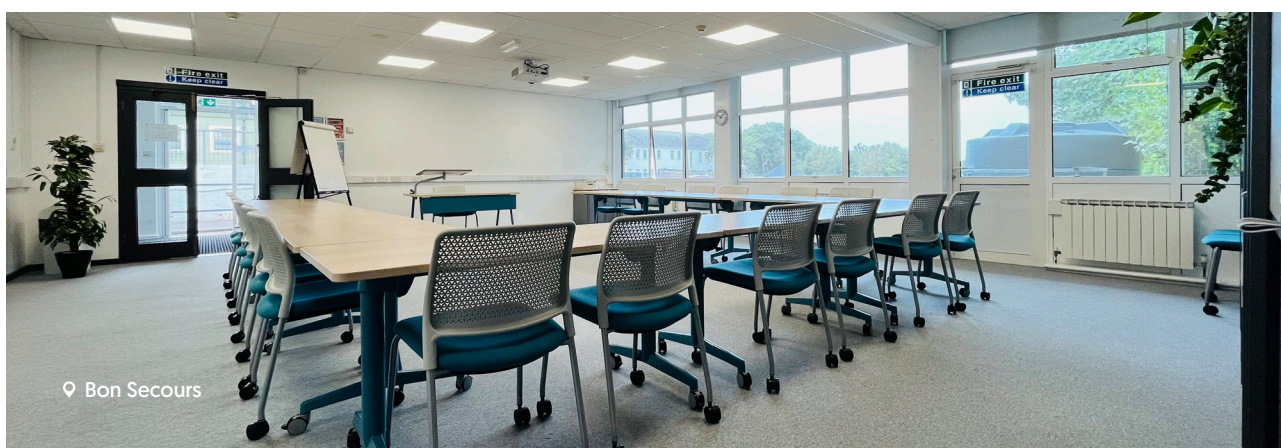
UNIT
701

Leading and Developing People to Optimise Performance - The aim of this unit is for leaders to develop an in-depth understanding of how to effectively lead and develop people. They will explore the influence and impact of leadership theories, culture, wellbeing, development and design, policy, and strategy that can be used creatively within the leadership role. Ultimately, leaders will have the opportunity to propose a leadership and development strategy. The aim of which values people whilst optimising an organisation's performance.

UNIT
702

Leading Strategic Change - The aim of this unit is for leaders to understand the scope, context and complexity of leading strategic change. Leaders will understand how the application of analytical techniques, theories and models of change, and creative problem-solving can be used to equip them to lead strategic change with confidence. The unit culminates in giving leaders the opportunity to develop a proposal to lead a strategic change.

UNIT
705



Q Bon Secours

Personal and Professional Development for Strategic Leaders - The aim of this unit is to support leaders to understand approaches to personal and professional development. Leaders will critically reflect on the interrelationship between the skill set and mindset to develop as a strategic leader. Vitally, leaders will reflect on their own personal, interpersonal, and professional competencies and behaviours to lead strategically. The opportunity for leaders to reflect on their own performance will equip them to develop a meaningful personal and professional development plan.

**UNIT
714**

Strategic Approaches to Mental Health and Wellbeing - The aim of this unit is for leaders to understand the impact of mental health and wellbeing on organisational performance. Leaders will critically assess the complexities of managing wellbeing and will appraise contemporary approaches for the creation of healthy work systems. The unit culminates in leaders being given the opportunity to propose a series of recommendations to create and sustain a positive culture of mental health and wellbeing within an organisational context.

**UNIT
716**

Who is this course for?

Developed for directors and senior managers who have the responsibility to translate organisational strategy into effective performance, the Level 7 qualifications in Strategic Management and Leadership require the manager to focus on the implementation of their organisational strategy.

CMI qualifications at QCF Level 7 portray practical skills and competences that are rated in academic terms as being comparable to master's Degrees, Integrated Master's Degrees, Postgraduate Diplomas, Postgraduate Certificate in Education (PGCE) and Postgraduate Certificates.

What are the entry requirements for the course?

There are no formal entry requirements, however the Highlands Professional team will discuss the course content and assessment requirements in detail with you in the first instance to ensure you are placed on the right qualification.

How long is this course?

These qualifications are run as a one-day workshop per unit, followed by a written assignment.

What Qualification will I gain?

One successfully completed module

CMI Level 7 Award in Strategic Management and Leadership Practice

Two successfully completed modules

CMI Level 7 Certificate in Strategic Management and Leadership Practice

Four successfully completed modules

CMI Level 7 Diploma in Strategic Management and Leadership Practice

How is the course assessed?

To successfully complete the module the delegate must complete a written assignment which will be assessed directly by CMI.

What does this course lead on to?

Work towards Chartered Manager [CMgr] status.



CMI CONTINUED PROFESSIONAL DEVELOPMENT PROGRAMMES

BITESIZE CPD

High-impact, virtual learning for maximum output

CMI Bitesize is a new, innovative series of practical online programmes which cater to the growing demand for micro-learning. Aimed at aspiring or practicing middle managers, these series concentrate on relevant and key topics, and include lots of practical guides and tools to support you in becoming the best manager.

Shaping the Learning of the Future

Let's face it, our lives feel busier than ever. Juggling domestic demands, caring responsibilities and trying to maintain a social life all alongside our professional commitments and career ambitions. We live in a world where we all want to do things more quickly and flexibly, but without compromising on quality.

Where does learning and development fit into this?

Offering short but substantial content, CMI Bitesize is here to cater to your development needs, without the commitment of a traditional qualification. Covering a range of specific topics and themes that managers and leaders desire for their employees, CMI Bitesize will deliver short and sharp, yet high-quality content and training. Learn in your own time and at your own pace and start your journey towards Chartered Manager Status by achieving Foundation Chartered Manager Status upon completion of three CMI Bitesize topics.



Managing equality, diversity, and inclusion series

The business case for Equality, Diversity, and Inclusion (EDI) is greater than ever. This series will focus on the skills required for inclusive leadership, how to adapt leadership styles to support others and analyse the requirements for managing, planning, implementing monitoring and reporting on EDI initiatives.

The programmes within this series are:

- Legal and Organisational Approaches
- Roles and Responsibilities of a Manager
- Develop and Implement Plans and Reports

Data driven decision making series

With data and information volumes increasing at unprecedented levels, the ability to interpret, use and harness 'Big Data' can become an organisational challenge. The aim of this series is to equip the learner with an understanding of the purpose and practices of interpreting, managing and presenting business data to inform decision making.

The programmes within this series are:

- The Use of Data and Information in Decision Making
- Interpret Data and Information to Support Decision Making
- Present data and Information Used for Decision Making

Leadership for a digital age series

With data and information volumes increasing at unprecedented levels, the ability to interpret, use and harness 'Big Data' can become an organisational challenge. The aim of this series is to equip the learner with an understanding of the purpose and practices of interpreting, managing and presenting business data to inform decision making.

The programmes within this series are:

- The Use of Data and Information in Decision Making
- Interpret Data and Information to Support Decision Making
- Present data and Information Used for Decision Making

Who is this course for?

This programme is aimed at aspiring or practicing middle managers. These CPD programmes are designed to equip learners with the skills and knowledge they need to support them in a current role and in career progression.

What are the entry requirements for the course?

There are no entry requirements for the programmes.

How long is this course?

Learners are being given 3 months to complete the course from the date of registration.

What will I study on this course?

Managing Equality, Diversity & Inclusion Series will enable the learner to understand the business case for equality, diversity, and inclusion, and the role of managers in creating inclusive cultures. It focuses on the skills required for inclusive leadership and how to adapt leadership styles to support others in seeing the benefits of inclusion. It will enable learners to analyse the requirements for managing, planning, implementing, monitoring, and reporting on equality, diversity, and inclusion initiatives.

What Qualification will I gain?

On completion, learners will receive a CMI Certificate of Achievement (Digital Certificate of Recognition) that evidences their Continuing Professional Development. This programme is Mapped against the CMI Professional Standards and Level 5 qualification learning outcomes.

How is the course assessed?

Throughout the programmes, learners are asked to complete activities to reflect on their learning. Learners must complete the Activity and Reflection Form and a Self-Assessment [pre- and post-course] and return it to **hp@highlands.ac.uk** to be certificated.

How can I find out more?

For further information or to enrol please contact the Highlands Professional Team:

hp@highlands.ac.uk

To access CMI Bitesize, learners need to be enrolled with Highlands College. Once registered, learners will be given a CMI subscription for the duration of their programme. This gives them access to the online resource ManagementDirect and they can also access the CMI archive of webinars and other digital events.



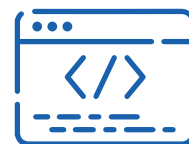
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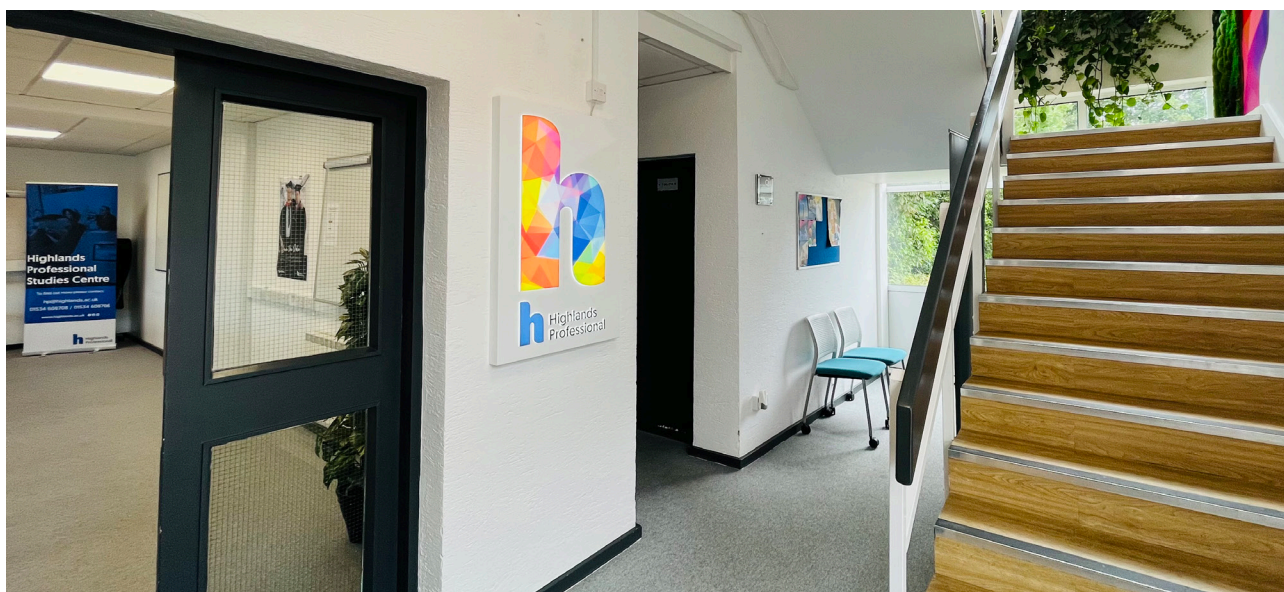
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**Professional Studies Centre (PSC)
Highlands College, St. Saviours Hill, Jersey**



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For Life.**

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