

**Session 2009/2010**

## **Institute of Leadership & Management (ILM) Award in First Line Management – Level 3**

The **ILM Level 3 Award in First Line Management** aims to give practising or potential first line managers the foundation for their formal development in this role. The qualification does this by developing basic management skills and assisting participants in gaining the basic knowledge required at this level.

The course leads to a nationally recognised qualification from the Institute of Leadership & Management.

### **Course Content**

- Solving Problems and Making Decisions
- Introduction to Leadership
- Motivating to Perform in the Workplace
- Organising and Delegating

### **Course Duration**

Attendance is one Wednesday evening per week from 6 pm to 9.15 pm for 11 weeks.

The course will start on 23<sup>rd</sup> September 2009.

### **Fees**

Tuition	£115
ILM Membership	FREE
ILM Registration	£95

All fees are paid to Stafford College; however the ILM registration fee is set by the ILM and is subject to change.

### **Entry Requirements**

There are no qualification or experience requirements, although some work experience at supervisory/team leader level would be advantageous. However, all prospective students must contact the Course Manager prior to application to discuss individual circumstances.

## **How to Apply**

Application forms can be obtained from the enrolment centre, telephone 01785 275607. You can also download an application form for part-time courses by visiting our website [www.staffordcoll.ac.uk](http://www.staffordcoll.ac.uk). The completed form should be returned to: Enrolment centre, Stafford College, Earl Street, Stafford ST16 2QR.

## **Further Information**

If you would like any more information about the College or our courses, then write, visit, or telephone The Enrolment Centre on 01785 275607. Our e-mail address is: [enquiries@staffordcoll.ac.uk](mailto:enquiries@staffordcoll.ac.uk). If you are unsure about which course to take, we can arrange for you to get the advice you need from a member of our guidance team.

## **Equality & Diversity**

Stafford College is committed to achieving equality of opportunity for all staff, students and members of the community it serves. In doing so, the college will actively work to achieve equality regardless of age, race, skin colour, disability, gender, marital status, sexuality and faith.

## **Contact Details**

If you wish to discuss the course in more detail you may contact Simon Bates (Course Manager): Telephone 01785 275537 or e-mail: [s.bates@staffordcoll.ac.uk](mailto:s.bates@staffordcoll.ac.uk)