CMI LEVEL 5 MANAGEMENT & LEADERSHIP
CERTIFICATE & DIPLOMA

These highly prestigious qualifications are aimed at practising or aspiring managers and leaders 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 aims and objectives in line with organisational strategy. Typical roles might be:

- Operations Manager
- Divisional Manager
- Departmental Manager
- Regional Manager
- Specialist Manager e.g. HR, IT, Procurement, Logistics

On successful completion of the Certificate or Diploma, the learner can, subject to experience, apply for Member status of the CMI allowing the use of post-nominals MCMI. Those who successfully complete the Diploma can, subject to their proven level of experience, apply for consideration for upgrade to 'Chartered Manager' status, one of the highest accolades in Management.

PROGRAMME STRUCTURE
Both Certificate and Diploma programmes are delivered in 'Modules' of five-days. The Certificate requires learner attendance for two 'Modules' (10 days). The Diploma builds on the Certificate and requires learner attendance for a further two 'Modules' of 5-days (20 days in total). There will usually be a break of 6 weeks between modules to allow for completion of written assignments.

CERTIFICATE

MODULE 1

Principles of Management & 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 are to succeed. This unit has been designed for learners who want to develop or sharpen their professional edge and enhance personal effectiveness.
Developing, Managing & Leading Individuals and Teams to Achieve Success	The ability to lead individuals and teams to success is arguably the most important skill a manager can possess. This unit focuses on the essential management and leadership skills required to fulfil this challenging but rewarding role.

MODULE 2

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.
Managing Performance	Managing the performance of staff is essential to the smooth running of any organisation. This unit evaluates the reasons for managing performance and the approaches that can be used.

Learners who have completed the Certificate can then move on to the Diploma modules (2 & 3).

DIPLOMA

MODULE 1

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.
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.

MODULE 2

Managing Data and Information	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.
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.

Upon successful completion of Modules 3 and 4, Managers can apply for "Chartered Manager" status. Oakwood are pleased to help all those who wish to take this further step, with no charge to the student.

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