

APSCo CMI Level 3 Fast Track Leadership Programme

The CMI Level 3 Fast Track Leadership Programme has been developed by APSCo and the Chartered Management Institute (CMI). The CMI Level 3 Certificate in Principles of Management and Leadership is an internationally recognised qualification consisting of four modules and three workplace assessments. This programme will provide recruitment leaders of today and rising stars of tomorrow with an unmatched learning experience from highly experienced management and leadership trainers.

Content

The programme is delivered over four months with one day of training for each of the four modules. Delegates will learn how to:

- ✔ Motivate, engage, develop and support individuals and small teams to succeed
- ✔ Use tools, techniques and models to develop a high level of management expertise
- ✔ Focus on the individual and their needs, set objectives, assess outcomes, develop and utilise personal development plans and monitor the impact of learning activities
- ✔ Grow business and ensure future continuous growth by engaging and developing small, high performing teams
- ✔ Hone their natural management style to refine day-to-day activities to drive performance

On completing the qualification, delegates will be awarded Foundation Chartered Manager Status and can use 'fCMgr' on their credentials.



The programme is divided into four modules:

Stepping into First Line Management

This course provides aspiring and existing team leaders and managers the resources they need to build their management toolkit, learn how to effectively communicate and engage their team, balance priorities and build a winning team mentality.

Key Outcomes

- Understand why people follow leaders and what's expected of them.
- Be able to engage their team and communicate effectively with them.
- Know what motivates and de-motivates individuals.
- Understand how to balance their priorities - billing vs. managing and leading.
- Learn how to develop small, high-performing teams.

Focus on Performance

Focusing on driving consistent business performance, you will gain the tools and confidence to manage yourself and your team - understanding when to help and when to step back. Knowing how to set performance standards and what to do if a team member is underperforming.

Key Outcomes

- Understand an individual's work role and responsibilities
- Be able to set objectives with individuals
- Build confidence in supporting individuals to perform well
- Know how to assess outcomes against the objectives
- Learn mechanisms to manage the underperformance of individuals



Nurturing Talent

Focusing on best practice methods concerning training, coaching, delegating and providing effective feedback; this course will equip you with the tools needed to grow and develop your people, allowing individuals and teams to achieve their full potential.

Key Outcomes

- Understand the purpose of developing the knowledge, skills and abilities of individuals and teams
- Be able to develop and use a personal development plan
- Know different types of development opportunities available to support individuals and teams
- Be able to identify and select development opportunities for individuals and teams
- Know how to monitor the impact of learning and development activities on individuals and teams.

Building High-Performing Teams

This course moves focus from the individual to the team aspects of management and team dynamics. It provides delegates with the insight and techniques to analyse team performance, enhance the quality of interactions and communication between team members and inspire them.

Key Outcomes

- Understand the variety roles with the team and their purpose
- Be able to recognise the characteristics of a high-performing team
- Know how to lead, communicate with and motivate a high-performing team
- Learn how to respond to challenges when managing a team proactively
- Know how to manage the performance of a team



Delivery

All sessions are delivered by expert trainers, experienced in the professional recruitment sector. This innovative programme provides a variety of learning experiences to develop the knowledge, skill and behaviour required to success in management. The above sessions can be taken with or without the CMI qualification.

The programme is delivered over a four-to-six-month period including training modules, workshops and assessments. Each module is one full day of classroom training. This is either delivered face-to-face or split into 2x four-hour sessions when delivered virtually.

Workshops consist of 3x two-hour sessions delivered virtually and designed to embed learning and support with the CMI assignments. Workshops are only for individuals undertaking the CMI qualification.

Costs

Please contact us at talentdevelopment@apsco.org or **0203 117 0914** to enquire about pricing.

For bookings and further information

To receive a free training consultation and discuss your future training needs and how we can support your in-house training contact us

www.apsco.org | **0203 117 0914** | talentdevelopment@apsco.org