



## The Corndel Level 3 Diploma in Management

An introductory guide for  
prospective participants

## Introduction

The Corndel Level 3 Diploma in Management is a training, coaching and professional development programme which enhances your skills as a manager.

The Diploma will further develop the way that you manage people, communicate, plan and lead your team to achieve a real impact on performance.



## Overview

Managers are critical to every organisation's operational efficiency, financial performance and the experience of their customers.

The Corndel Level 3 Diploma in Management will help you apply management best practice in your organisation, increasing your own effectiveness and your team's productivity.

We will work with you over 13 months to help you tackle existing workplace challenges and give you skills and knowledge to take on new responsibilities. You will cover topics including time management, planning and budgeting, decision-making and communication.

### Personalised

The Diploma is designed to be immediately relevant to your job. From the outset, you will identify issues you face at work, and be coached and supported to manage these more effectively.

The programme is designed to fit around your work responsibilities and give you the sort of one-to-one support usually only available to senior business leaders.

### High Value

Your Professional Development Expert will work with you over 13 months to support you to complete the Diploma. They are your own personal coach.

Corndel's Professional Development Experts are experienced managers from a range of business backgrounds. Our team has supported managers across many industries and at all stages of their careers.

### Respected

The Corndel Level 3 Diploma in Management is accredited by the Chartered Management Institute (CMI). On completion, the CMI will award you the Level 3 qualification and you will be entitled to become a member.

## Content and Format

The Corndel Level 3 Diploma in Management consists of seven CMI units, shown on the page opposite.

Core concepts are introduced in online textbooks and videos, before being discussed in your personal coaching sessions. You will complete short reflections about your workplace and your team, helping you to apply your new knowledge and skills to the way you lead and manage others.

Depending on the format agreed with your HR team, there may also be occasional workshops which explore key business priorities.



## Unit 1

Personal development and management skills

- Organisational alignment and SMART objectives
- Learning styles
- Time management and work planning
- Leadership styles
- Team working and building good relationships
- Feedback and appraisals

## Unit 2

Resource planning

- Developing team resource plans
- Budgeting
- Managing a supply chain
- PESTLE analysis
- Identifying and managing trends
- Monitoring changing resources

## Unit 3

Meeting stakeholder needs

- Identifying stakeholders' interests
- Force field analysis
- Cost-benefit analysis
- Developing customer focus
- Business cases
- Managing change

## Unit 4

Managing and communicating information

- Understanding and using different types of data
- Information overload and time management
- Presenting data
- Identifying trends and patterns
- Strategies and contingency plans
- Methods and models of communication

## Unit 5

Identifying development opportunities

- Understanding and communicating objectives
- Skills audits and skills gaps
- Recruitment and retention
- Managing team development
- Coaching and mentoring
- Appraisals and Personal Development Plans

## Unit 6

Management communication

- Communicating as a manager
- Teamwork and communication
- Team briefings and management meetings
- Effective business communication
- Informal communication
- Receiving and evaluating feedback

## Unit 7

Being a leader

- Leadership versus management
- Key leadership theories
- Authority and responsibility
- Motivation, trust and empowerment
- Valuing diversity
- Action-centred and situational leadership

## Frequently Asked Questions

### **Why should I enrol on The Corndel Level 3 Management Diploma?**

The Diploma will give you new skills relevant to your job, and a nationally recognised qualification.

You will become more effective as a manager, and get a set of business tools proven to increase team productivity. These key building blocks of management and leadership will be useful throughout your career and can be applied in different operational contexts.

The Diploma is highly tailored to you and your role. Working with your coach, you will identify the issues you face at work, and resolve them by using different approaches and your new knowledge.

On completing the Diploma, you will be a more confident and skilled manager, with cross-cutting management expertise and greater awareness of how to lead and manage others.

### **Who is the Diploma for?**

It is designed for team leaders, supervisors and managers who want to develop their skills and knowledge and achieve professional accreditation. Corndel delivers the Diploma to managers from many industry backgrounds, including logistics, manufacturing, retail, facilities management, and service based businesses.

Most candidates will either already have management responsibilities or plan to move into management roles. They should be committed to their professional development and improving their performance.

### **How long does it take to achieve the Diploma?**

The programme lasts 13 months.

### **What will I have to do?**

You will have access to videos and textbooks covering core content via Corndel's online learning platform. Using these, each week, you will explore 2-3 topics and undertake short focussed tasks to apply concepts to your business. Each fortnight, you will have a one-to-one coaching session.

Corndel is also working with your HR team to ensure the Diploma is tailored to your organisation. This may include bespoke workshops focussing on key priorities.

## What is the time commitment?

- A minimum of one hour per fortnight in one-to-one coaching with your Professional Development Expert, either in person or via Skype;
- Two hours per week doing online learning and associated tasks;
- Some time reflecting on your learning and preparing for coaching sessions;
- Typically, you will also spend five to six hours of your normal working week putting new learning from the Diploma into practice in your workplace (e.g. planning team briefings, scheduling workflows, reviewing others' performance, communicating objectives). We will record these activities as a key component of the diploma.

## What qualification will I achieve?

On completion, the Chartered Management Institute will also award you a Level 3 Diploma in First Line Management. This qualification is recognised across business sectors.

## What is my employer investing in me to undertake the Diploma?

Your organisation is making a £5,000 investment in you to undertake this programme. Since 2017, businesses have paid a Government training levy (the apprenticeship levy) which your employer has chosen to invest in your personal development as a highly-valued employee.

## Am I eligible to undertake the Diploma?

If your employer is using the levy to fund your Diploma, you need to meet some Government eligibility criteria. The main ones are:

- You must live and work in England;
- If you are a UK or EU/EEA citizen, you must have lived in the UK or EU/EEA countries for the last three years;
- If you are not a EU/EEA citizen, you must have lived in the UK for the last three years;
- You cannot be funded if you already have a degree in business or management.

Your employer may have additional criteria.

## How do I enrol?

Your employer will give Corndel a list of the people who wish to enrol. We will then send you an online enrolment form, ask for proof of ID and residency, and check eligibility. Government rules mean you will also need to show us evidence of past English and Maths qualifications. We will then register you on our online platform, and hold a launch day arranged with your employer.




CORNDEL

CornDel works with leading UK businesses to develop the organisational capabilities which drive performance.

We design and deliver people development programmes to support operational improvement, digital transformation, data analytics, cultural change and leadership development.

Our programmes are carefully designed to take advantage of the new apprenticeship levy, so organisations can maximise their investment in valued employees.



CornDel  
Highgate Studios  
53-79 Highgate Road  
London NW5 1TL  
020 8102 9040  
[info@cornDel.com](mailto:info@cornDel.com)