



CORNDEL



The Corndel Level 5 Diploma in Leadership and Management

An introductory guide for prospective participants

Overview

The Corndel Level 5 Diploma in Leadership and Management recognises the critical knowledge, skills and behaviours needed in senior business positions.

Over 18 months, you will develop strategic management capabilities, people management and development skills, a strong foundational knowledge of finance and project management, and increased confidence as a leader and a manager.

Personalised

During the Diploma, you will be introduced to tools and frameworks which are practically and immediately relevant to your work.

From the outset, you will identify people related, team or organisational issues you face, and be coached and supported to manage these more effectively.

The programme is designed to fit around your professional commitments, while providing you with a supportive one-to-one coaching relationship normally reserved for senior executives.

High value

Your Professional Development Expert will work with you over 18 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 professional development.

Respected

The Corndel Level 5 Diploma in Leadership and Management is accredited by the Chartered Management Institute (CMI). On completion, the CMI will award you the Level 5 qualification and you will be entitled to become a member.

Content and format

The Corndel Level 5 Diploma in Leadership and Management consists of six CMI units, shown on the page opposite.

Core concepts are introduced in online textbooks and videos, before being discussed in personal coaching sessions. You will then 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.

Key features:

- 18-month development programme
- Spread over six units
- Pairing with a coach with relevant management experience
- Fortnightly one-to-one coaching
- Online videos and textbooks introducing core content
- Tailored workshops designed with your employer
- Individual professional development activities which fit around your role and responsibilities
- Externally assessed by the Chartered Management Institute
- Awarded a CMI Level 5 Diploma in Management and Leadership on completion

Programme overview

Unit 1

Managing team and individual performance

- The Golden Thread and organisational alignment
- Key management theories
- Setting SMART team objectives
- The GROW model of coaching
- 360 degree feedback
- Performance management

Unit 2

Organisational financial management

- Balance sheet, P&L and cash flow statements
- Understanding key financial ratios
- Controlling costs
- Absorption and marginal costing
- Budgeting and variances
- Understanding financial risk

Unit 3

Personal development as a manager and leader

- Personal development planning
- Learning styles theories
- Managing work-life balance
- Time management
- Effective delegation
- Effective communication

Unit 4

Project development and control

- The project lifecycle
- Key project management models
- Project charters, work breakdown and critical path
- Managing project finances
- Risk appraisal and management
- Progress monitoring

Unit 5

Information-based decision making

- Using data and information effectively
- Knowledge management
- Evidence-based decision making
- Decision-making tools and techniques
- Communicating decisions
- Communicating to groups

Unit 6

Managing recruitment, selection and induction

- Human resource planning
- Skills auditing and gap analysis
- The recruitment process
- Employment law
- Interviewing, selecting and inducting new employees
- Expectations and cultural fit

Frequently Asked Questions

1. Why should I enrol on The Corndel Level 5 Leadership and Management Diploma?

Undertaking the Diploma will support your personal development and career progression, and give you a nationally recognised qualification.

Over 18 months of coaching and training, you will be helped to apply management theories and frameworks to improve your personal effectiveness and your team's productivity.

Working with your coach, you will be able to explore the issues you face in your role and resolve them by applying management best practice.

On completing the Diploma, you will be confidently applying management tools and techniques to drive business performance and have greater insight into your personal leadership style.

Unlike many business education programmes, the Diploma is highly tailored to you and your role. Your personal coach will help you apply new knowledge and skills to your immediate challenges and ongoing professional development.

2. Who is the Diploma for?

It is designed for high-potential managers who aspire to operate at a senior strategic level in their business. Candidates will already have management responsibilities, but will want to further develop their leadership

skills to support the next step in their careers. They should be committed to their professional development, keen to learn new skills, and open to the benefits of one-to-one coaching.

3. How long does it take to achieve the Diploma?

The programme lasts 18 months.

4. 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.

5. 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.

6. What qualification will I achieve?

On completion, the Chartered Management Institute will also award you a Level 5 Diploma in Management and Leadership. This respected qualification is equivalent to a foundation degree in management, and is recognised across business sectors.

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

Your organisation is making a £9,000 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.

8. 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.

9. 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.




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.



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