

# CMI Certificate in the Principles of First Line Management and Leadership



## Course Overview

This qualification is designed to develop the management skills and knowledge of team leaders and first line managers whatever your industry or organisational type.

The programme is structured on a modular basis and each module is delivered using a range of techniques including lectures, group work, case studies and technology.

## What You Will Study

The CMI Level 3 Certificate in Principles of Management & Leadership is achieved by completing a combination of three of these modules:

- Managing a Team to Achieve Results
- Contributing to the Delivery of a Project
- Managing Daily Tasks to Achieve results
- Building Stakeholder Relationships Using Effective Communication
- Managing Resources and Budgets
- Managing Data and Information
- Managing Own Personal and Professional Development
- Principles of Management and Leadership

## Attendance Expectations

Virtual sessions will be delivered via Microsoft Teams. Students can start the course at any of the six points in the academic year.

Tuesday 10:00 - 13:00 (x2 per month)

## How You Will Be Assessed

For each of the three modules, you will need to complete a written assessment based on relevant workplace scenarios.

## Entry Requirements

GCSEs at Grade 9-4 in English and Maths or Level 2 Functional Skills.

Where the applicant does not meet the course entry requirements - Level 2 or GCSE

### START DATE

Flexible start dates

### LEVEL

Level 3

### STUDY MODE

Full-time

### DURATION

4 months

### AWARDING BODY

Chartered  
Management  
Institute (CMI)

### LOCATION

Workplace Based



For further information about this course, including Entry Requirements, Assessments and Further Study, scan the QR code.

## Need More Information?

For additional course information please contact the Course Information Team on **01924 789111** or email [courseinfo@heartofyorkshire.ac.uk](mailto:courseinfo@heartofyorkshire.ac.uk).

To learn more about the Heart of Yorkshire Education Group, our facilities and how we can support you please visit our website [www.heartofyorkshire.ac.uk](http://www.heartofyorkshire.ac.uk).

## Quick Links



How to  
Apply



Student  
Support



Virtual  
Tours



qualification at Grade 9-4 in English and/or Maths, entry will be considered on previous management and leadership qualifications.

## Fee Information

£600.

