



# Leadership Essentials For All

## Overview

This fully funded course focusses on developing the skills and knowledge required for aspiring professional leaders and also current leaders who want to enhance their existing attributes to become successful management professionals.

The course is part-time making it ideal for those who are in full-time employment and unable to commit to a longer period of learning. Attendance is only required for the equivalent of 1 day per week which can be mornings, afternoons or evenings.

**You do not have to be in a Managerial role to complete this course.**

## Duration

9 weeks - part-time

**To apply for a place on this fully funded course, you must be employed and live or work in the Greater Manchester area.**

**This training is funded by Greater Manchester Combined Authority as part of its three-year Skills for Growth programme, which has been made possible through the European Social Fund.**



**European Union**  
European  
Social Fund



**The  
Growth  
Company**

## Qualification

On successful completion, you will achieve a Level 3 Award in Principles of Management and Leadership.

You will also achieve a broader understanding of the key elements required for working in the professional skills sector.

**THIS IS  
YOUR  
FUTURE**

**To achieve this course you must complete one mandatory unit and three optional units.**

### Mandatory unit:

- **Management and Leadership**

### Optional units:

- **Risk and Issue Management** - risk management processes, monitoring, reporting and responses, financial impacts, roles in risk management responsibility
- **Mental Health Awareness** - introduction to mental health, mental health awareness, dealing with stress and dealing with anxiety
- **People Management** - organisational culture, employment relationship management, talent management and reward management
- **Well Workforce** - well-being at work, diversity and inclusion, people-behaviours and values, culture and behaviour
- **Developing People** - facilitation skills, coaching and mentoring, IAG and CPD
- **Customer Service** - building and developing relationships, dealing with conflict and challenge, influencing skills, interpersonal and communication skills
- **Conflict Management**- introduction to conflict, conflict risk assessment, preventing conflict, and handling conflict



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