



MERIT ACADEMY

**CMI LEVEL 5** DIPLOMA IN

# MANAGEMENT AND LEADERSHIP

(ACCREDITED FROM THE UNITED KINGDOM – EQUIVALENT TO A BACHELOR'S DEGREE)

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>> THE DETAILED BROCHURE

# About The Diploma



## **WHY JOIN** THE PROGRAMME?

#### A Programme Suitable for Leaders

Just 12 classroom days spread across 3 months, with flexible attendance options (in-person or online).

#### Global **Professional** Designation

The programme qualifies you to obtain the Chartered Manager Designation, one of the highest managerial titles globally.

#### **International Accredited** Certificate

Obtain a CMI Level 5 Diploma in Management and Leadership a Bachelor's level in the United Kingdom.

## WHAT IS THE COST OF THE PROGRAMME?

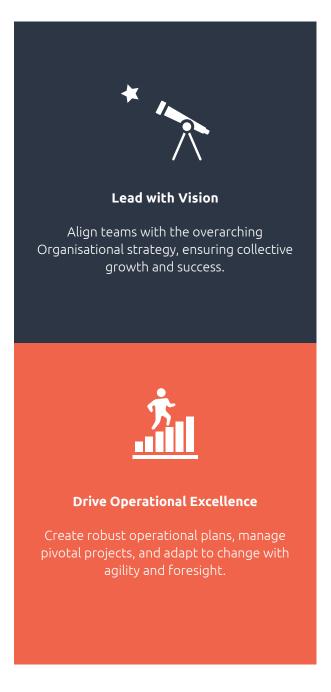
\$5,200 Until 15 December (online) \$7,800 **In-person Attendance** 

## THE PURPOSE OF THE DIPLOMA

Leadership is the beacon guiding teams to success in the complex business world.

Our Professional Diploma in Management and Leadership is more than a qualification, it's a transformative compass for seasoned and aspiring leaders.

This programme empowers participants to:





#### Nurture & innovate

Foster a culture of continuous improvement and innovation by identifying novel business approaches, managing quality, and ensuring the growth of teams and individuals.



#### Financial & Resource Acumen

Master the intricacies of managing finance and resources, which is pivotal for any business venture's long-term sustainability and success.

The essence of this diploma goes beyond traditional learning. It's about instilling a mindset, fostering a passion, and igniting the drive to manage and lead with distinction in an ever-changing husiness landscape.

## **WHO IS** THIS DIPLOMA FOR?

in the dynamic landscape of modern business, leadership demands versatility, vision, and the ability to drive results.

Our Professional Diploma in Management and Leadership has been meticulously crafted for those individuals who are either already charting a path in managerial roles or aspire to ascend to such positions in the near future.

#### Whether you are:

#### An Operations Manager

Spearheading systematic functions and for aimina seamless day-to-day operational success,

Striving for excellence across various business segments and keen on aligning multiple teams with the Organisation's goals,

who is the critical link between strategy and execution, ensuring departmental objectives are met and exceeded,

overseeing larger territories, aiming to foster a cohesive brand and operational experience across diverse geographies or

#### A Specialist Manager

with a deep focus on a specific domain, eager to implement best practices and innovate within your field,

This diploma is your gateway to broadening your managerial horizons, refining your skills, and embracing cutting-edge methodologies. Grounded in practicality and enriched by extensive research, our programme will equip you with tools and insights to enhance your leadership journey. Become a part of a transformative experience and set new benchmarks in managerial excellence.



## **ENSURING RELEVANCE AND RIGOR**

## IN OUR DIPLOMA **PROGRAMMES**

Extensive research has been undertaken to ensure that these qualifications reflect the tasks and activities of managers in the aforementioned roles in the workplace. Sources of information include, but are not limited to:

- Comparability national management qualifications.
- 21st Century Leaders Paper.
- A review of the roles and responsibilities of managers sourced from a range of UK companies.
- Analysis of Apprenticeship Standards for Operations/Departmental Manager ST0385/01.
- Stakeholder consultation.



**K** To obtain the Level 5 Diploma in Management and Leadership from CMI, learners must complete 37 credit points.

## **CMI LEVEL 5 DIPLOMA UNITS** IN MANAGEMENT AND LEADERSHIP

Course Title	Credits	Total Unit Time	Assessment Word Count
Creating and Delivering Operational Plans	6	22	2500 - 3000
Principles of Developing, Managing and Leading individuals and Teams to Achieve Success	6	27	3500 - 4000
Principles of Management and Leadership in an Organisational Context	7	25	3500 - 4000
Managing Projects to Achieve Results	6	24	3500 - 4000
Managing Risk	6	23	3500 - 4000
Principles of Marketing Products and Services	6	23	3500 - 4000
Managing Performance	5	25	3000 - 3500
Principles of innovation	5	23	3500 - 4000
Managing Change	5	19	3500 - 4000
Managing Conflict	5	17	2500 - 3000
Principles of Leadership Practice	8	30	3500 - 4000
Forming Successful Teams	4	17	3500 - 4000
Principles of Developing a Skilled and Talented Workforce	4	16	3500 - 4000
Conducting a Management Project	10	30	4500 - 5000
Planning, Procuring and Managing Resources	6	24	4500 - 5000
Managing Quality and Continuous Improvement	6	22	4000 - 4500
Managing Finance	6	22	3000 - 3500
Using Data and information for Decision Making	5	26	3500 - 4000
Principles of Recruiting, Selecting and Retaining Talent	5	21	3500 - 4000
Workforce Planning	4	16	2500 - 3000
Managing the Customer Experience	5	22	3500 - 4000

# Units' Breakdown

## **CREATING AND DELIVERING OPERATIONAL PLANS**



Credits

6



Guided learning hours

22



**Assessment Word Count** 

2500 - 3000



#### **OBJECTIVES**

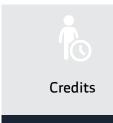
- The ability to translate organisational objectives into operational plans is an essential management skill.
- the strategic direction of the organisation and how to contribute to the strategic planning process.
- It then focuses on the knowledge and skills required to create and deliver operational plans. This includes the need to set key performance indicators, monitor quality effectively report on findings.



- planning in an organisation
- Know how to create an operational plan in line with organisational objectives
- Know how to manage and lead the delivery of an operational plan
- Know how to monitor and measure the outcome of operational planning

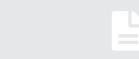


# PRINCIPLES OF DEVELOPING, MANAGING AND LEADING INDIVIDUALS AND TEAMS TO ACHIEVE SUCCESS





**27** 



Assessment Word Count

3500 - 4000



#### **OBJECTIVES**

- The ability to lead individuals and teams to success is arguably the most important skill a manager can possess. This unit focuses on the essential management and leadership skills required to fulfil this challenging but rewarding role.
- The unit opens by focusing on the theoretical and practical approaches to developing, leading, and managing teams (remote or multi-disciplinary). The manager will look at techniques to assess current and future team development which supports this.
- On successful completion of the unit, the manager will not only know the principles of managing individuals and teams, but they will understand to exceed expectations.



- Understand approaches to developing, managing and leading teams
- to achieving a balance of
- teams to achieve success



#### PRINCIPLES OF MANAGEMENT AND **LEADERSHIP IN AN ORGANISATIONAL** CONTEXT



Credits



Guided learning hours

25



Assessment Word Count

3500 - 4000



#### **OBJECTIVES**

- individual and their organisation are to succeed. This unit has been designed for learners who want to develop or sharpen their professional edge and enhance personal effectiveness.
- Learners will evaluate the impact of an organision's structure and governance on management and leadership. They will explore theoretical models, approaches designed to promote a culture of



- Understand factors which impact on an organisation's internal environment
- Understand the application of management and leadership theories
- Understand the knowledge, skills and behaviours to be effective in a management and leadership

# **MANAGING PROJECTS TO ACHIEVE RESULTS**



Credits



Guided learning hours

24



Assessment Word Count

3500 - 4000



#### **OBJECTIVES**

- The ability to manage projects is a vital skill for all
- required to manage projects successfully and overcome problems and challenges. It requires the learner to evaluate the methods and tools for planning tasks and activities, as well as knowing how to implement and manage project activities, and risk, monitor progress and report on



- organisational strategy
- Understand processes for initiating, planning and managing projects
- effective project management

# **MANAGING** RISK



Credits

6



Guided learning hours

23



Assessment Word Count

3500 - 4000



#### **OBJECTIVES**

- Business outcomes are optimised when risks are identified and managed effectively. This unit has
- business risks, the governance and approaches for

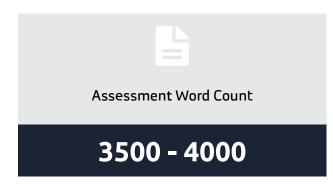


- Understand the process for managing business

## PRINCIPLES OF MARKETING **PRODUCTS AND SERVICES**









#### **OBJECTIVES**

- Marketing products and services is an activity which can be utilising technology to create new processes and support
- The aim of this unit is for the learner to understand the role of marketing to achieve organisational objectives.
- understand how to market a product or service and know how to judge the success of marketing outcomes.



- Understand the factors in the which impact on the marketing of a product or service
- Know how to market a product or service

# **MANAGING PERFORMANCE**



Credits



Guided learning hours

23



Assessment Word Count

3000 - 3500



#### **OBJECTIVES**

- Managing the performance of staff is essential to the smooth running of an organisation.
- performance and the approaches that can be is able to impact on individual and organisational



- Understand frameworks.
- Know how to manage performance

# **PRINCIPLES OF INNOVATION**



Credits

5



Guided learning hours

23



Assessment Word Count

3500 - 4000



#### **OBJECTIVES**

- Whenacultureofinnovationandentrepreneurship thrives, new ideas and initiatives flourish.
- This unit has been designed to enable learners to workplace (which may be in the form of new working practices, processes, new products or



- Understand the process of managing innovation

# MANAGING **CHANGE**



Credits



Guided learning hours

19



Assessment Word Count

3500 - 4000



#### **OBJECTIVES**

- Change is inevitable if an organisation is to practice. This unit has been designed to enable change within organisations and be able to select and apply theoretical models for its management.
- The purpose is not only to enable learners to develop the skills to manage change and achieve manner with open and honest communication throughout the entire process.



- organisations
- Understand approaches to change management

# **MANAGING CONFLICT**



5



**17** 



**Assessment Word Count** 

2500 - 3000



#### **OBJECTIVES**

- Managing conflict takes resilience. It requires the
- This unit is designed to equip the learner with strategies to manage conflict with confidence,



- Understand the types, causes, stages and impact of conflict within organisations
- Understand how to investigate conflict situations in the workplace
- Understand approaches, techniques, knowledge, skills and behaviours for managing conflict

## **PRINCIPLES OF LEADERSHIP PRACTICE**





30



**Assessment Word Count** 

3500 - 4000



#### **OBJECTIVES**

- techniques and methods for leading others.



- Understand leadership practice in an organisation
- Understand leadership styles

## FORMING SUCCESSFUL **TEAMS**





Guided learning hours

**17** 



**Assessment Word Count** 

3500 - 4000



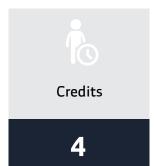
#### **OBJECTIVES**

- Teams play a vital role in enabling organisations to purpose and characteristics of successful teams.
- when new teams are formed proactively.



- Understand the purpose and characteristics of successful teams
- challenges of team formation
- Know how to evaluate the performance of a newly formed team

## PRINCIPLES OF DEVELOPING A SKILLED AND TALENTED WORKFORCE









#### **OBJECTIVES**

- Having a skilled and talented workforce is fundamental if an
- This unit has been designed to enable the learner to underst and the role of the manager in workforce development, and the scope and purpose of development activities. They will for delivering workforce development and how well-chosen learning and development activities can contribute to a talent



- Understand the benefits of developing a skilled and talented
- Understand the factors which influence workforce development
- Understand the scope of learning workforce development strategy
- Know how to measure the impact of workforce development.

# CONDUCTING A MANAGEMENT PROJECT



Credits

10



Guided learning hours

30



**Assessment Word Count** 

4500 - 5000



#### **OBJECTIVES**

- Research into approaches to management and leadership can lead to dynamic results. innovation, change, customer service excellence, strategy and research business can stagnate.
- The aim of the unit is for the learner to conduct management research which will have an impact on organisational practice. It is expected that learners identified business need or challenge.



- Know how to plan a management project
- Be able to conduct a management project
- Understand the value of reflective practice to inform personal and professional development
- Know how to apply reflective practice to inform personal and professional development

#### **PLANNING, PROCURING** AND MANAGING RESOURCES



Credits



Guided learning hours

24



Assessment Word Count

4500 - 5000



#### **OBJECTIVES**

- Inadequate resourcing can impact on the ability to achieve objectives; whilst being over resourced has financial implications.
- This unit has been designed to enable managers to understand and respond to the challenge of managing and monitoring resources. Learners will understand the importance of effective and efficient resource use, identify and plan resource requirements and know how to procure resources in line with regulatory requirements.



- Understand the importance of effective and
- Know how to procure resources

# MANAGING QUALITY AND CONTINUOUS IMPROVEMENT



Credits



Guided learning hours

22



Assessment Word Count

4000 - 4500



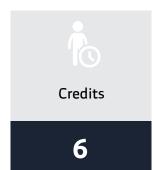
#### **OBJECTIVES**

- Quality may be defined as excellence, capacity, grade, worth or meeting customer expectations. Whilst the definition for quality can easily be found in a dictionary it is much harder to develop and maintain. This unit looks at the challenge of developing quality within organisations. It into working practices.
- On successful achievement of this unit learners will understand the scope and purpose of quality management, approaches, tools and techniques for managing quality and how to judge its success.



- Understand the scope and purpose of quality
- Understand approaches for managing quality
- improvement within organisations

## MANAGING **FINANCE**









#### **OBJECTIVES**

- Financial management skills are essential for all managers regardless of supports management of projects, tasks and functional areas.
- This unit has been designed to enable learners to understand how financial systems within organisations operate. Learners will evaluate the sources of finance for organisations, and understand the principles organisational quidelines.



- Understand finance within

## **USING DATA AND INFORMATION** FOR DECISION MAKING



Credits

5



Guided learning hours

26



Assessment Word Count

3500 - 4000



#### **OBJECTIVES**

- The ability to analyse and manage data and information productivity and customer satisfaction. However, with unprecedented levels, the ability to interpret, use, and
- The aim of this unit is to equip learners with an interpreting, managing and presenting business data the use of data and information in decision making



- Understand the use of data and information
- Be able to interpret data and information to
- Know how to present data and information used for decision making

#### PRINCIPLES OF RECRUITING, **SELECTING AND RETAINING TALENT**



Credits



Guided learning hours

21



Assessment Word Count

3500 - 4000



#### **OBJECTIVES**

- Recruiting and selecting staff is a major challenge in a competitive market. Organisations are increasingly looking for innovative approaches to recruit individuals from the broadest talent pool.
- with an understanding of the factors which impact on recruitment. They will know how to develop plans and strategies for selecting staff, and identify approaches for retaining the best of the best.



- Understand the factors that impact on recruitment and selection
- Know how to plan for recruitment and selection
- Understand approaches to the recruitment and selection of a diverse and talented workforce
- Understand strategies for retaining talent

# **WORKFORCE PLANNING**



Credits



Guided learning hours

16



**Assessment Word Count** 

2500 - 3000



#### **OBJECTIVES**

- All organisations need a workforce with skills and behaviours that will better enable them to meet having the right people in the right place and at
- The aim of this unit is to enable managers to understand the rationale for workforce planning and know how to develop a workforce plan to meet organisational objectives.



- Understand the rationale for workforce planning
- workforce planning

## MANAGING THE CUSTOMER **EXPERIENCE**



Credits



Guided learning hours

22



Assessment Word Count

3500 - 4000



#### **OBJECTIVES**

- Delivering an exceptional customer experience is a challenge which requires skill, commitment, and
- understanding of their role and responsibilities in managing the customer experience. Learners will develop an understanding of the key features of a journey, which if managed effectively will impact on an organisations success.



- Understand the customer journey in the context of an organisation
- Know how to manage the customer experience
- Know how to monitor and measure the customer



Get in

# Touch

Ready to advance your career with world-class leadership programmes? Need guidance on enrollment or course selection? We're here to help! Connect with us today and take the next step toward success!

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