

Level 3 Certificate in Management

Central Training is a training company that delivers a range of training programmes for young people, adults and businesses across London, Herts and Essex.

These training programmes are suitable for people who are entering or already in management. They could also be suited to those who have the ability and the opportunity to demonstrate recognisable management and leadership skills, for example providing leadership for the team, encouraging innovation, allocating and checking work.

Candidates' plan a programme of development and assessment with their assessor and compile a portfolio of evidence to prove that they are competent and knowledgeable in their work role.

The Management Level 3 is suitable to those individuals who are in a management role and oversee the duties of all members of staff, including Team Leaders.

Learners need achieve a total of 25 credits to complete the full qualification.

Mandatory Units (all units need to be achieved)

- Manage own professional development within an organization
- Set objectives and provide support for team members
- Plan, allocate and monitor work of a team

Optional Units

- Manage personal development
- Provide leadership and direction for own area of responsibility
- Support team members in developing and implementing new ideas
- Implement change in own area of responsibility
- Develop working relationships with colleagues
- Manage conflict in a team
- Lead and manage meetings
- Know how to follow disciplinary procedures
- Managing grievance procedures
- Recruit staff in own area of responsibility
- Address performance problems affecting team members
- Build, support and manage a team
- Make effective decisions
- Communicate information and knowledge
- Plan and manage a project