

# FREE ACCESS ILM LEVEL 3 AWARD IN LEADERSHIP AND MANAGEMENT

## Planning Change in the Workplace

Super series are a set of workbooks to accompany the flexible learning programme specifically designed and developed by the Institute of Leadership & Management (ILM) to support their Level 3 Certificate in First Line Management. The learning content is also closely aligned to the Level 3 S/NVQ in Management. The series consists of 35 workbooks. Each book will map on to a course unit (35 books/units).

## The OSCAR Coaching Model

Students enrolled for the International Qualification in Diploma in Leadership and Management sometimes find it challenging to understand what is expected as they attempt to complete various work based assignments. Sometimes the questions are not straight forward and one is never sure whether they are on the right track. As a result some students give up, others get stuck and demotivated and for many more, it takes longer to finish the course than anticipated. For that reason, this guide was developed as a support tool to guide you by simplifying the questions and giving the needed suggestions to get you moving ahead. To help you get the most out of this guide, here are a few things you need to know and pay attention to: General Expectations: The nature of ILM Qualifications: The ILM Diploma in Leadership and Management is a vocational qualification. As such it is different from many other exams you have taken in other schools and colleges. While many examinations test your ability to memorize and reproduce what you were taught, this diploma tests your ability to apply your learning in your workplace. For this reason, the emphasis is not on the right or wrong answer but more so on the relevance of your argument to your situation. The Length of each assignment has been given below the unit purpose. This will range between 800 and 2500 words depending on the number of questions given in the particular assignment Pass mark for each question or Assessment Criteria (AC) is 50% .That means if a question has been allocated 10 marks, then you need to score a minimum of 5 out of the 10 marks. Scoring less than half the total mark allocation will mean the assignment will be returned to you for necessary improvement Evidence of workplace application. All ILM assignments are work-based meaning, your response should be based on leadership and management practice in your work place. Therefore, the examiner of your work will be looking for evidence that you were able to apply your learning in your work place context. Plagiarism is considered the worst crime one can commit in academic circles. It involves using other people's ideas without acknowledging the source. The punishment for plagiarism is a zero score for that paper and in extreme cases you may be discontinued from the study program [...].

## Leadership & Management Made Easy

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## Understanding the Communication Process in the Workplace

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## **Developing Yourself and Others**

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## **Building the Team**

Every company on the planet is trying to squeeze more performance out of fewer resources. But is this really possible without inflicting lasting damage to the workforce? Has humanity been squeezed out of the workplace in the mistaken belief that this will increase profit margins? How can companies help themselves and their employees fulfil their potential? The answer is found in *Effective Coaching* in which Myles Downey presents a comprehensive introduction to coaching in the workplace, and reveals to both managers and professional coaches how to get the best out of their team through the implementation of practices that have made him one of Europe's foremost business coaches. Downey is both passionate and pragmatic in his approach. He believes that people work better, more productively and more effectively when cared for and fulfilled in the workplace. His inspirational and practical approach to coaching shows that when conducted as a regular working practice, it can tap into the resources of the whole individual, for the benefit of the organization and the employee alike.

## **Effective Coaching**

With forty well structured and easy to follow topics to choose from, each workbook has a wide range of case studies, questions and activities to meet both an individual or organization's training needs. Whether studying for an ILM qualification or looking to enhance the skills of your employees, Super Series provides essential solutions, frameworks and techniques to support management and leadership development. \* Developed by the ILM to support their Level 3 Introductory Certificate and Certificate in First Line Management \* Well-structured and easy to follow \* Fully revised and updated

## **ILM Super Series: Managing Change**

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## **Recruiting, Selecting and Inducting New Staff in the Workplace**

A modern, holistic approach to the NVQ/SVQ Level 5 Leadership and Management Award in Health and Social Care

## **Leadership & Management in Health & Social Care and Children & Young People's Services**

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Line Management. The learning content is also closely aligned to the Level 3 S/NVQ in Management. The series consists of 35 workbooks. Each book will map on to a course unit (35 books/units). \*Content is well regarded \*Popular with those training with the ILM but can also be used for independent study \*Content of each workbook now maps to single course unit, resulting in a more user-friendly format.

## **Understanding Change in the Workplace**

Develop best practice and improve your leadership skills with this textbook, published in association with City and Guilds for the new Level 5 Diploma in Leadership and Management for Adult Care specification. - Build comprehensive understanding of the knowledge and skills required for the Level 5 qualification, with detailed coverage of all mandatory units -Apply theoretical aspects of the Diploma in the workplace, with the 'In Practice' feature -Build confidence reviewing and evaluating practice in Adult Care settings with 'Reflect On It' activities, and examples of reflective accounts -Prepare a strong portfolio, with advice and activities on how to use evidence most effectively -Extend knowledge and understanding with access to popular optional units available online ([www.hoddereducation.co.uk/adultcareextras](http://www.hoddereducation.co.uk/adultcareextras)) - Fully updated to match the Level 5 qualification's integration into the higher apprenticeship programme including the new 'undertake a research project' unit The easy-to-follow design makes this an invaluable reference guide for anyone looking to progress their management career in Adult Care.

## **The City & Guilds Textbook Level 5 Diploma in Leadership and Management for Adult Care**

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## **Understanding Workplace Information Systems**

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## **Giving Briefings and Making Presentations in the Workplace**

This candidate handbook provides comprehensive coverage of everything candidates need for success in this new qualification.

## **Health and Social Care (Adults)**

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## **Motivating to Perform in the Workplace**

With forty well structured and easy to follow topics to choose from, each workbook has a wide range of case studies, questions and activities to meet both an individual or organization's training needs. Whether studying for an ILM qualification or looking to enhance the skills of your employees, Super Series provides essential solutions, frameworks and techniques to support management and leadership development.

## **Organisational Culture and Context**

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## **Coaching and Training Your Work Team**

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## **Introduction to Leadership**

**TAKE BACK CONTROL OF YOUR CLASSROOM** Are you new to teaching? Do you teach classes that are uncontrollable? Do you have students that make your job a living hell? Do you feel like your students manage you rather than the other way around? If so, you need to teach like an Action Hero. In this practical guide, former NEETs Coordinator and SEMH teacher, Karl C. Pupé shares his wealth of knowledge gained by working with some of London's most challenging students. In his straightforward and conversational style, Karl will teach you: \* The four types of students that are in every class and how to manage them \* How to set rules your students will actually follow \* The three most common teaching styles that will turn your class against you and how to avoid them \* How to get respect and influence your students, quickly and easily \* How to talk to your angriest learners, without freaking out And much more. It's not another dusty research paper that will take a month to read and a year to understand. This book is like your friend in the staffroom, ready with a warm cup of coffee and some wise words to share. The Action Hero Teacher will give you a no-nonsense roadmap that will make you less stressed and more confident going into your classroom. About the Author 'Karl is an exceptional teacher and an excellent communicator. His years of experience compliment his intuitive way of working with young people to ensure he gets the best from them. Working in some of the most challenging settings, Karl's passion for teaching remains evident in all he does.' Michelle Myrie, Head of Youth Services and Creative Partnerships at Community Music Ltd 'This is an inspiring and practical read... I devoured it -- the style is open, funny, compelling and accessible. For teachers it's a brilliant hands-on guide to dealing with difficult situations... Don't let teachers hog this amazing book! I would give it six stars if I could.' Viv Groskop, best selling author of \"How To Own The Room,\" stand-up

comedian, TV and Radio Presenter 'Karl has delivered several webinars for the NEU on classroom management. His expertise is deep and wide ranging but his real gift lies in how he communicates his subject. He is warm and funny and his pop culture references are impeccable! He is a treat to watch and to engage with. Highly recommended.' Jacqui O'Neill, National Professional Development Manager for the National Education Union (NEU) Karl C. Pupé is a qualified classroom teacher with a decade's experience across Primary, Secondary and Further Education sectors. Specialising in Behaviour Management, he worked as a Not in Education, Employment or Training (NEETs) coordinator teaching students with severe Social, Emotional and Mental Health (SEMH) needs. Karl has designed and facilitated rehabilitation classes for Year 8 to 11 students who have been excluded from Mainstream Education who are at risk of becoming NEETs themselves. Karl has worked with a number of organisations including the prestigious National Education Union which is the largest education association in Europe. The 'Action Hero Teacher Blog' was ranked by the influential PR and marketing software company Vuelio as one of the 'The Top 10 Education blogs' in the United Kingdom in September 2020.

## **The Action Hero Teacher**

With forty well structured and easy to follow topics to choose from, each workbook has a wide range of case studies, questions and activities to meet both an individual or organization's training needs. Whether studying for an ILM qualification or looking to enhance the skills of your employees, Super Series provides essential solutions, frameworks and techniques to support management and leadership development.

## **Leading Your Team**

The most up-to-date text available, this new edition covers the EYFS and is fully mapped to the current specs. Information is presented in an accessible way, helping students gain the necessary knowledge. The vibrant, colourful text design contains an assortment of text features, along with many new photos, bringing the world of Childcare to life.

## **Children's Care, Learning and Development NVQ**

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## **Writing for Business**

This study guide for the elective module Socially Responsible Warehousing and Distribution (L3M6) forms part of the CIPS Level 3 Certificate in Procurement and Supply Operations qualification. The study guide follows the syllabus guide with a chapter dedicated to each of the learning outcomes. On completion of this book you will: understand the concepts of sustainability and corporate social responsibility (CSR); understand environmental impacts; understand methods for the storage and movement of inventory.

## **Advanced Certificate in Procurement and Supply Operations**

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## **Appraising Performance**

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## **Managing Relationships at Work**

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## **Effective Meetings for Managers**

Management through leadership is the message of this book. Leadership is the crux of successful management and Action Centered Leader inspires others by words and examples. The book covers in depth the main topics involved in what you need to do to be a leader. It emphasizes on the simple actions that a leader must take to achieve the task, build the team and develop the individual.

## **The Action-Centred Leader**

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## **Managing the Efficient Use of Materials**

"Jenny Rogers' advice is simple, memorable, deeply pragmatic, and always focused on results. If only more managers would take it!" Tim Brooks, CEO, BMJ Group "This pragmatic book will stimulate managers to drive higher performance and get the best out of people. In such a challenging environment, this can only be good for business!" Carolyn McCall, CEO, Easy Jet "A must-read for any manager working to foster the right culture. Belief in excellence and the ability to enable people to perform at their best is fundamental for generating and sustaining high performance." Johanna Friedl-Naderer, Region Vice President, Biogen Idec "I believe this common-sense, simple approach would motivate both managers and individuals to change and empower them to improve their own performance." Michael Parr, CEO, British Arab Commercial Bank It's a tough job being a manager. How do you manage performance? If you come across as too directive you may get a reputation for harshness. If you are too nice you risk being known as a gullible and easily outmanoeuvred. Neither approach works. 'Employee engagement' is the magical ingredient: it makes staff genuinely committed, creating excellent work. Few organizations actually achieve it, though all say they

want it. Coaching is the most reliable a way of producing it. In *Manager as Coach*, Jenny Rogers challenges many of the traditional assumptions about what works in management and shows you, step by step, how to be a brilliant manager and get fantastic results: Reduce your stress Develop employees' key skills Create a culture of engagement Improve bottom line results Jenny Rogers is one of the leading executive coaches in the UK with more than 20 years of experience. Her clients are typically chief executives and directors of large organizations. She writes extensively about coaching and leadership and has trained many hundreds of managers in coaching skills in the UK and internationally. Karen Whittleworth is an acclaimed trainer, coach and coach supervisor, and the founding director of Worth Consulting Ltd. Andrew Gilbert is an internationally known as a speaker, trainer and executive coach. He is the co-director of Worth Consulting Ltd.

## **Achieving Objectives Through Time Management**

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## **Manager As Coach: The New Way To Get Results**

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## **Managing Creativity and Innovation in the Workplace**

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## **Managing Conflict in the Workplace Super Series**

Writing Effectively

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