

# NEW Leadership & Management Training

We are pleased to announce that we have secured funding from the UK Shared Prosperity Fund (UKSPF) which is part of a government project. As a college we will be supporting local businesses, entrepreneurs, volunteers and our local community with training and development in line with the local skills demand. We will also be supporting businesses with decarbonisation and promoting awareness of sustainable practices.

We will be commencing our **CMI Level 3 Awards in Leadership and Management**. Each award will be delivered in three sessions and will run over three full days in the **Employer Hub, Lancaster & Morecambe College**.

These qualifications are aimed at practicing or aspiring managers who supervise or manage a team, or project officers and shift managers who are responsible for the day to day operational and project activities.

## **CMI 304 Principles of Communication in the Workplace**

**Tuesday 24 September • Wednesday 9 October • Tuesday 22 October • 1pm - 4pm**

As the range of communication tools used by a business continues to grow, and new technologies emerge, managers are faced with the challenge of how to select and use different tools to ensure that communication is effective, timely and has impact. The aim of this unit is to equip managers with the knowledge and skills to select and use a range of workplace communication methods. These must be measurable and tailored to the needs of the target audience.

## **CMI 310 Supporting Teams and Individuals through Change**

**Thursday 14 November • Wednesday 27 November • Wednesday 11 December • 1pm - 4pm**

Change is inevitable if an organisation is to maintain competitiveness and currency of practice. Managers are constantly asked to implement change to respond to commercial pressures, legal organisational requirements, efficiencies or improvements. Success often depends on the support given by managers to staff. The aim of this unit is to enable managers to lead people positively through change. This is achieved by implementing plans which identify ways to make change successful, and gaining the support and trust of individuals and teams.

## **CMI 308 Managing Volunteers**

**Thursday 14 November • Thursday 28 November • Thursday 12 December • 9am - 12pm**

Volunteers are uniquely placed to offer a wealth of skills and abilities to compliment those of employed staff within an organisation. Managed well, they can help an organisation improve the quality and capacity of the service. The aim of this unit is to equip managers with the knowledge of how to engage, motivate and support volunteers to be effective within their role and address challenges with a positive 'can-do' attitude.

## **For further information**

[ukspf@lmc.ac.uk](mailto:ukspf@lmc.ac.uk) • 01524 521223 • [lmc.ac.uk](http://lmc.ac.uk)