



## ILM LEVEL 3 CERTIFICATE IN LEADERSHIP & MANAGEMENT PRACTICE IN THE CONSTRUCTION & BUILT ENVIRONMENT SECTOR 9 DAYS

### **Who is the course for:**

The Level 3 Certificate is a nationally recognised Leadership qualification for construction site managers and supervisors seeking to more effectively lead, supervise, and safely manage staff within the construction/built environment industry. The qualification can be used in support of obtaining the Academically Qualified Person (AQP) card through the CSCS scheme. The course is eligible for 2 x £600 grants from CITB\*.

### **By the end of the course participants will:**

Have a solid grounding in the operation of construction projects and programmes and know how to create a safe and fair culture where quality, innovation and team working thrive. The course contains all of the key components to increase confidence with a construction management role, including how to plan and implement projects effectively, identifying opportunities for increased margins and improvements in output whilst maintaining safety and quality.

By the end of the course delegates will be able to:

- Recognise their own leadership style and know when and how to adapt this according to different situations to maximise results on site and with the wider supply chain.
- Engage with individuals and the team, setting clear objectives and standards for both productivity and behaviour.
- Understand the role of and techniques to manage Quality and Compliance and Health and Safety within the industry.
- Understand what is required to both manage and lead site safety and to establish and maintain positive and responsible work place behaviour to maintain a safe and productive working environment
- Identify areas where margin can be enhanced and have an improved understanding of the commercial aspects of the construction industry and wider built environment.
- Have learned a range of techniques to plan, analyse and evaluate projects and to overcome barriers to progress
- Identify key stakeholders and supply chain partners and adapt communications to influence positive outcomes.
- Understand and plan their own personal and technical development and the expansion of their knowledge to meet the future needs of the industry.



**Why choose Challenge:**

Nine contact days plus support throughout your learning journey ensures you maintain momentum on the course with opportunity to meet other participants and hone your skills.

- Like minded participants all of whom are sponsored by their organisation ensure you will have the opportunity to build your network and share and compare against best practice.
- Challenge has direct claim status from ILM for level 2 to level 7. This is awarded only to those centres who have demonstrated consistently high standards in design, delivery and assessment over a number of years.
- Challenge has been the largest centre for ILM qualifications in the East Midlands since 2013, registering more delegates onto ILM programmes than any other centre.
- We are an approved supplier of ILM programmes for many large organisations (which include large Construction organisations) who nominate staff members to access our training programmes year on year.
- Assistance is available through all common media channels to help with any aspect of the course content or assessment.

DAY	TOPIC	SUMMARISED CONTENT	DATE
1&2	<b>Leadership and Management Practice for the Construction and Built Environment Sector</b>	<ul style="list-style-type: none"> <li>• Understanding the environment. The Construction Industry – innovation and external/internal influences</li> <li>• Skills for the future – the changing landscape</li> <li>• Understanding the role of the Supervisor (Safety, Quality, Productivity, People, Processes).</li> <li>• Leadership versus Management</li> <li>• Leadership Styles and the importance of respect and dignity.</li> <li>• Understanding quality in the role of site management (TQM, involving the team, recording and interpreting information on quality).</li> <li>• Understanding the importance of Health and Safety in Site Management (briefings, statutory duty, work methods etc.</li> <li>• Managing others and setting and controlling standards – including subcontractors, sub contractor arrangements, client and third parties where applicable.</li> <li>• Managing your own Personal and Technical Development               <ul style="list-style-type: none"> <li>○ Gathering, interpreting and acting on feedback from others</li> </ul> </li> </ul>	

<b>3&amp;4</b>	<b>Delivery of Site Operations and Logistics</b>	<ul style="list-style-type: none"> <li>• Planning work on site - setting targets, environmental considerations, supply chain and customers, monitoring and control methods</li> <li>• Putting team members to work – allocation of tasks and resources</li> <li>• Understand how to improve the performance of a team in delivering to plan (understanding and managing variances, recognising and dealing with poor performance, involving others in suggesting improvements).</li> <li>• Quality management (why this matters to customers and the supply chain, quality specifications, processes/procedures on site, method statements/risk assessments and how they safeguard quality; the cost of poor quality).</li> <li>• 5s, lean concepts and methodologies</li> <li>• Quality standards and regulation</li> <li>• Recognising how to maximise upon work outputs through involving, monitoring and controlling the team.</li> </ul>	
<b>5&amp;6</b>	<b>Understanding Commercial Awareness (8626)</b>	<ul style="list-style-type: none"> <li>• Identifying and understanding the importance of internal and external stakeholders.</li> <li>• The role of the supervisor in meeting client requirements in terms of quality. Penalties for re-work.</li> <li>• Margins within the industry and how the supervisor is best placed to manage and maintain these.</li> <li>• The supervisor’s role in managing and controlling costs (types of costs, fixed, variable, marginal; cost awareness, labour and material costs)</li> <li>• Identify ways to monitor and control waste in the organisation and creating action plans to reduce waste.</li> <li>• Understanding different types of waste and how these can be eliminated or reduced to maintain or increase margin.</li> <li>• Understand how keeping records contributes to the success of the organisation (allocation of labour, cost identification and control etc).</li> </ul>	

7&8	<b>Achieving Performance Through People</b>	<ul style="list-style-type: none"> <li>• How to establish and maintain an effective team</li> <li>• How to motivate a team towards increased productivity and morale</li> <li>• Dignity, respect and diversity; codes of conduct and ethics.</li> <li>• Understanding the communication cycle and recognising strengths and weaknesses of own communications</li> <li>• Giving feedback to others to enhance individual and team performance</li> <li>• Coaching skills</li> <li>• Persuasion and influencing skills including how to use these to develop individual potential and performance.</li> </ul>	
9	<b>Course Review Assessed briefings and Personal Development Action Planning</b>	<ul style="list-style-type: none"> <li>• Practical application in the workplace (role plays and scenarios based on real situations)</li> <li>• My journey through the course – review of course objectives &amp; future development needs.</li> <li>• Course Review &amp; Close</li> </ul>	

***\*An online delivery will be arranged with delegates to help with guidance towards the assessed work before day 5 of the programme.***

**Assessment:**

1. Three written assessed pieces and short question assessments (some of which are done during the course day)
2. A briefing on an aspect of the course
3. A Professional discussion linking aspects of the course content to work place procedures and processes and practical application.
4. A Personal Development Plan (8626-400), Managing Own Personal and Technical Development.

CITB grants are claimable for an Award, and for a Certificate Qualification. The course is structured to allow claim of both of these Qualifications.

***Tutorial guidance will be available to delegates in between delivery days***  
**Venue: Challenge Consulting, Nottingham Road, Woodborough, Nottingham, NG14 6EH**  
**Price per delegate: £1695 + VAT**