

Subsidised Management Training For Existing or Aspiring Junior Managers

Institute of Leadership and Management (ILM) Certificate in First Line Management

We are running a subsidised management course in conjunction with New College Swindon starting in late January 2012. It will be delivered as a twilight course (4.30-7.30pm) over approximately 30 sessions at a central Wiltshire location.

The course is for existing or aspiring junior managers who may be a deputy, a team leader or a room leader. The aim of the course is to better equip Early Years and Childcare staff with the skills needed to carry out a management or supervisory role. To find out more please read the profile below carefully and attend the information session.

Candidate profile and entry requirements:-

Candidates need to:

- be employed in an Early Years Setting in Wiltshire
- preferably hold a level 3 qualification in Early Years and Childcare
- work in a supervisory role (Deputy, Team Leader, Room Leader, Room Supervisor).

In addition to usual day to day practice the candidate will be carrying out managerial tasks in which the other team members will not be engaged, for example:

- staff inductions, planning activities, organising and running team meetings
- making decisions about resources
- some budgeting responsibility
- inform and be involved with the appraisal system
- operate with less supervision and more autonomy than others
- have first line responsibility to initiate actions in relation to other staff
- have direct involvement with the long term view of planning
- have greater knowledge and understanding than their team of the specific requirements of parents and external agencies
- work as part of the senior management team within the setting.

Information Session : Tuesday 6th December

Time: 6.15pm - 7.45pm

Venue: Devizes Corn Exchange, Market Place, Devizes SN10 1HS

It is important that managers attend this session with their candidates so that they know what will be required of their staff in order to complete the course successfully.

Please call 0845 601 2392 to attend the information session