



E-LEARN

Exciting • Entertaining • Effective

ELEARN ILM COURSES – An overview

Elearn offers the following ILM (Institute of Leadership and Management) CMI (Chartered Management Institute) courses through self-study:

- Award and Certificate in Team Leading (Level 2 NQF)
- Award, Certificate and Diploma in First level Management (Level 3 NQF)
- Award Certificate and Diploma in Management (Level 5 NQF)
- Award, Certificate and Executive Diploma in Management (Level 7 NQF)
- Award and Certificate in Leadership and Management Skills (level 3 NQF)
- Award and Certificate in Leadership and Management Skills (level 5 NQF)
- Award and Certificate in Leadership and Management Skills (level 3 NQF)
- Award and Certificate in Leadership and Management Skills (level 5 NQF)
- Award, Certificate, Diploma and Executive Diploma for Professional Workplace Coaches and Mentors (Level 3, 5 and 7NQF)

Elearn provides all the learning material plus experienced tutors who can guide you through the course and give you advice and help. Tutors support you online and by telephone. Our aim is to ensure you become a better team leader, manager or coach applying what you have learnt to your job as quickly as possible, as well as gaining your ILM or CMI qualification. Elearn is an established centre for both ILM and CMI and has enabled hundreds of students to achieve their qualification.

Before you commit to a course we conduct a telephone interview to ensure the course is right for you and you understand what is involved. This also enables us to select an Elearn tutor who will best meet your needs. We also recommend a schedule of study that will meet your goals and fit in with your work and personal commitments. You confirm this schedule during your induction tutorial. Sample schedules are also available for each of our programmes to give you an example of what is involved.

All our courses use our user-friendly workbooks that are specifically designed for self-study. They are full of practical activities that help you link what you have learnt to your work and introduce you to the application of key management theories in your workplace. These materials have been used in helping to train staff in a number of well

known UK companies' e.g. BSky, First Direct, Virgin Media, Royal Liver Assurance and Santander together with a range of public sector organisations.

The Award and Certificate in Team Leading (level 2) use our *Leadership Essentials* units. They are easy to use, with diagrams and illustrative cartoons to reinforce the learning in a practical and useful way. Key learning points are summarised and you have a permanent source of information and tools for everyday use.

Our level 3 programmes use the popular *Team Leader* workbooks. These also have an easy to use style with diagrams and cartoons to illustrate the key points, and there are useful summaries at the end of each section together with "Into Action" plans to help you apply your learning straight away.

The workbooks contain all the information you need to complete the course and form the basis of discussion with your Elearn tutor during your telephone and on-line tutorials. Our Team Leader brochure contains information on the workbooks (as well as other features of our corporate programmes) and is enclosed with this mailing. If you would like to see the contents of a particular Team Leader workbook go to the Learning Resources section of our website and click on Team Leader or follow this link www.elearn.co.uk/tleader.htm

Our level 5 and 7 programmes use material from our Management Plus and Management Extra series. The Management Plus Concept Books have a range of articles on key management topics with case studies and examples designed to be read as a journal. The Application Guide shows you how to apply these ideas in your job with practical examples so you can use the techniques right away. These workbooks contain all the information needed to complete the course and form the basis of discussion with your Elearn tutor during your on-line and telephone tutorials. You can have a look at each of the Management Plus titles by going to Learning Resources section of our website and clicking on Management Plus or by clicking on this link www.elearn.co.uk/mplus.htm.

Our coaching programme is built around our proven "U Coach" model and has specially designed support material to use in coaching sessions to get you started straight away.

Elearn offers you a personalised service from our tutors who are all experienced practitioners, managers and team leaders. Our aim is to help you get the best from your course, achieve your goals and gain the qualification of your choice.

We ask you to complete our Power Your Learning Inventory www.poweryourlearning.co.uk, which will provide you with useful tips on learning not just for the course but also for life, and the price is included in your course fee.

All our fees are fully inclusive of ILM and CMI fees –there are no hidden extras and we can accept payment by credit card – see our latest price list in our store for full details at www.elearn.co.uk/store or follow this link http://www.elearn.co.uk/store/index.php?cPath=22_31

If you would like to speak to us about any of the courses please ring 01606 889486 and ask for John Trasler.