



MQF Level 5

Award, Certificate or Diploma in Leadership and Management

Unleash your leadership potential

ILM qualifications are awarded by the City & Guilds of London Institute



Malta
Tourism Authority



Academy
Business Leaders



National Commission for
**Further and
Higher Education**
Malta





An Academy
as *ambitious*
as its students



Academy Business Leaders

Creating opportunities through education.

The Academy of Business Leaders was launched in late 2013 to provide professionals with unparalleled opportunities to increase their awareness of industry issues, learn the skills necessary to handle today's changes, and discover their potential. Much to our delight, we have since helped hundreds of students build up their skills and propel their studies and careers forward. Presently, the Academy boasts over a 1000 registered students, and more than 600 individuals have successfully completed accredited courses since its inception.

All of the courses run at the Academy are accredited programmes delivered by industry professionals. We currently offer accredited courses in Leadership and Management, Organisational Behaviour, Coaching and Mentoring, Human Resources, Employment Law and Finance -- but that's not all. Our passion for innovation knows no bounds, which is why we are continuously working with universities and management colleges abroad to launch new programmes and grow the Academy even further in the future.

The Academy of Business Leaders is licensed as a Further/Higher Education Institution with the National Commission for Further and Higher Education (NCFHE) in Malta, and is an accredited centre of world-renowned educational institutions and professional bodies: City & Guilds of London Institute, the Institute of Leadership & Management (ILM), Dublin City University (DCU), Training Qualifications UK (TQUK) and the Association of Chartered Certified Accountants (ACCA).

What is the E-learning Training Scheme?

The **Ministry for Tourism and Consumer Protection (MTCP)** in collaboration with the **Malta Tourism Authority (MTA)** has launched a wide-reaching e-learning training scheme for the tourism industry and has selected Mdina International in collaboration with the Academy of Business Leaders to deliver all of its short and accredited courses.

The scheme is a one-year project. Whilst tourism is on hold, this incentive aims at making the best use of employee and employer resources in these challenging times and empower the workforce to come back stronger and better by offering **free courses** to all employees who work in the tourism sector.

The MTA will pay for the training courses offered by this scheme and it will be free of charge to the applicants. All courses will be offered online.



What's in it for me?

The effects of the Coronavirus outbreak are being felt around the world, impacting all major economic sectors particularly the tourism industry. In the past couple of months, Malta has experienced the closure of major businesses and brought the tourism industry in Malta to its knees.

Although most sectors will be able to start recovering as soon as the restrictive measures are lifted, the tourism sector will most likely have a longer-lasting effect due to international travel restrictions. This challenge will leave employees within the tourism sector with significant downtime.

This scheme will allow you to use this downtime as an opportunity to upskill your competencies with absolutely no cost to you!

Who are ILM?

ILM is the UK's leading provider of leadership and management qualifications, combining industry-leading qualifications and specialist member services. All ILM qualifications are awarded by the City and Guilds of London Institute, which was founded in 1878 and is incorporated by Royal Charter.

- Working with people
- Managing yourself and personal skills
- Providing direction
- Facilitating innovation and change
- Achieving results
- Using resources

Why ILM?

Join the 70,000 other people who enhanced their performance with an ILM qualification last year, and fast-track your way to the top with ILM's leadership and management qualifications.

You will be in good company - ILM is the UK's leading provider for Leadership & Management qualifications, and has helped over a million people to develop essential workplace skills that transform them into stronger leaders.

- 88% of employers say they have stronger leaders as a result of working with ILM.
- 70K people have enhanced their performance with an ILM qualification.
- 78% of employers that choose ILM qualifications saw a return of investment within one year.

Why study an ILM Level 5 Award, Certificate or Diploma in Leadership and Management?

The ILM Leadership and Management qualifications are designed for aspiring or practising junior or middle managers, helping them to develop their skills and experience, improve their performance and prepare for senior management responsibilities.

Benefits for individuals

- Use core management techniques to drive better results.
- Develop your ability to lead, motivate and inspire.
- Provide strategic leadership as well as day-to-day management.
- Benchmark your managerial skills.
- Raise your profile in your organisation.

Benefits for employers

- Encourage strategic thinking at this level of management to foster business improvement.
- Engage middle managers with training and development.

A man with a beard and glasses is on the left, and a woman with blonde hair and glasses is on the right. They are both looking towards the center. A white text box is overlaid on the image, containing text. A dashed line runs diagonally across the image from the top right towards the center.

What's in it for me?

With over 85,000 leaders and managers aspiring to take an ILM programme every year, through its 2,500 centres in 48 countries worldwide, it comes as no surprise that ILM is an obvious choice when dealing with leadership and management programmes.

All ILM Leadership and Management Programmes have been tailor-made for you, and allow the possibility to collaborate with peers and colleagues whilst managing yourself and your personal skills. The qualification is made up of a broad range of modules covering skills in a number of core areas – working with people, managing yourself and personal skills, providing direction, facilitating innovation and change, achieving results, and using resources.

What about my CV?

In a world of increased job mobility, properly regulated qualifications are becoming increasingly important. We are keen on supplying you with the tools required for you to stop managing and start leading, transforming you into a key factor of your organisation's future. All ILM qualifications are accredited by relevant qualifications frameworks, meaning that they have the government's stamp of approval and have been certified as being fit for purpose and of a high standard.

How does it work?

ILM views leadership and management through the lens of its unique learning and development model, the 'Knowing-Doing-Being' framework. Rather than simply instructing academically, ILM believes in providing you with alternate routes to develop your potential in a practical, hands-on manner.

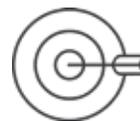
We understand the value of your time and are therefore aware of the need to support you. To this end, ILM has a number of support mechanisms in place such as individual tutorials, notes and handouts, assignments, and online resources in order to further support your progress.

This carefully designed course will tackle the following aspects:



Knowing

Thoroughly understanding the key principals of effective leadership and management.



Doing

By providing you with both knowledge and resources, we believe in enabling you to step your career up a notch by taking full control of matters.



Being

Managers who are aware of their values and those of others shape behaviour. We believe in empowering rather than simply instructing.

Qualification Options

1

ILM Award in Leadership & Management (Level 5 MQF)

Course duration: 3 months (June - August 2020)

Modules:

- Managing Stress and Conflict in the Organisation
- Managing Recruitment
- Assessing your own Leadership

2

ILM Certificate in Leadership & Management (Level 5 MQF)

Course duration: 5 months (June - October 2020)

Modules:

- Managing Stress and Conflict in the Organisation
- Managing Recruitment
- Assessing your own Leadership
- Management Communication

3

ILM Diploma in Leadership & Management (Level 5 MQF)

Course duration: 10 months (June 2020 - March 2021)

Modules:

- Managing Stress and Conflict in the Organisation
- Managing Recruitment
- Assessing your own Leadership
- Management Communication
- Understanding Financial Management
- Understanding the Management Role
- Leading Innovation and Change
- Understanding the Importance of Marketing
- Developing Critical Thinking

Learning Outcomes

Management Communication

- Understand the importance of effective communication in management.
- Be able to develop effective communication skills as a reflective manager.

Assessing Your Own Leadership Capabilities and Performance

- Understand leadership styles within an organisation.
- Be able to review effectiveness of own leadership capability and performance in meeting goals.
- Be able to adopt an effective leadership style to motivate staff to achieve organisational values

Managing Stress and Conflict in the Organisation

- Understand the effectiveness of own organisation in dealing with workplace stress and conflict.
- Be able to improve the management of the workplace stress and conflict in own area of responsibility.

Understanding the Importance of Marketing in an Organisation

- Understand the market within which an organisation operates.
- Understand the effectiveness of marketing within own organisation.

Leading Innovation and Change

- Understand the need for innovation and change management within an organisation.
- Be able to propose innovative solutions to improve organisational performance.
- Be able to lead and manage change within an organisation.

Learning Outcomes

Managing Recruitment

- Understand human resource planning in an organisation.
- Be able to plan and implement recruitment in line with legal and organisational requirements.

Developing Critical Thinking

- Be able to critically assess own beliefs, attitudes and value systems.
- Be able to assess the validity of management theories in relation to own beliefs, attitudes and values.
- Leading change in organisations.

Understanding Financial Management

- Understand finance within the context of an organisation.
- Understand the value of recording financial management information.
- Understand budgets for the management of own area of operation.

Understanding the Management Role to Improve Management Performance

- Understand the responsibilities of middle managers in enabling an organisation to achieve its goals.
- Understand how communication and interpersonal skills affect managerial performance in the workplace.
- Be able to assess personal development opportunities to improve own managerial performance.



Qualification

All ILM qualifications are awarded by the City and Guilds of London Institute, which was founded in 1878 and is incorporated by Royal Charter. All online lectures are 100% tutor-led and are held once per week between 17:00 and 19:00.

MQRIC Recognised

The National Commission for Further and Higher Education (NCFHE) deems these qualifications to be at Level 5 in the Malta Qualifications Framework and the European Qualifications Framework for Lifelong Learning.

FAQs

What are the entry requirements?

There are no formal entry requirements, but participants will typically be aspiring or practising junior or middle managers.

How will I be assessed?

To achieve the ILM Level 5 Award, Certificate or Diploma in Leadership and Management qualification, candidates need to successfully complete a series of work-based assignments. There are no exams.

How much do I need to pay?

Nothing! No deposit or pre-payment required. The MTA will fully sponsor these courses.

Who can apply?

Anyone who currently works in the tourism industry, including hotels, restaurants, transport, visitor attractions, service providers, DMC's and other stake holders.

What's the next step?

If you would like to apply or have any queries, kindly contact us via our:

Website Live Chat at www.businessleaders.edu.mt

Facebook Page at www.facebook.com/academybusinessleaders

Email on debbie@businessleaders.edu.mt

Applications of interest to be submitted by no later than **16th May 2020**.





What Our Students Say

The ILM Diploma in Leadership and Management is vast and in-depth and I have learned a lot from it.

Rebecca-Maria Vella, Junior Intelligence Analyst, FIAU

My learning experience was very satisfying and fruitful. The Diploma has helped me polish my skills and explore and develop new ideas.

Simon Bezzina

Good lectures and interesting subjects!

Jose' Zahra

At the Academy of Business Leaders, the lecturers have real 'hands-on' experience and have provided me with the knowledge required to apply theory into practice.

Kevin Rogers

The course was interesting. There were subjects that I encountered during my years of studies and subjects that I would have never dreamt of having the opportunity to study for my profession. These subjects were beneficial not only for my professional life but also for my personal life.

Winfred Buhagiar



Academy Business Leaders

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