



ILM Recognised Development Programmes

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Development programmes (B001)

Leadership in Action (3 days)

Leadership in Action is a bespoke three days development programme. It has gained recognition from the Institute of Leadership and Management (ILM), which will enable participants to achieve a Development Certificate.

The course will enable participants to gain an understanding of the range of leadership styles and context. It will interact and engage with role models and develop peer learning. It will provide leadership styles and skills and a route for individuals to get into positions of community leadership. It is designed to give the skills, confidence and perspective necessary to become leaders and articulate in expressing themselves whilst enhancing career prospects.

The module will provide much needed role models from different sectors. Towards the end of this inter active programme, participants will develop their own action plan as to how they intend to take the learning forward.

The programme will include formal presentations, interactive exercises, group exercises, presentations by participants, questions and answers sessions, reflection sessions, peer learning session and will provide hand outs.



Fluent in Finance (1 day)

The module will enable learners to get through to the financial maze. It will mainly cover the topics of budgeting, budget monitoring, financial record keeping, profit and loss account, balance sheet, cash flow and explaining financial jargons.

It will provide reasons and importance behind each of the topics; such why one need to prepare a budget.

It will provide templates in Budgeting, Budget Monitoring, and project Accounts, which learners can use or modify to their own requirements.

It will further explore the differences between Profit & Loss account and Balance Sheet in relation to the statutory requirements. The session will demystify jargons, such as the Net Assets of the Business, Current assets and Current Liabilities.

An exercise has been devised to create an understanding of how a cash flow can be developed.



Business Planning (2 days)

The Business Planning module will enable learners to understand entire process and empower them to develop a draft Business Plan of their own organisation at the end of 2 days training.

Commencing with the definition and pros and cons of developing a Business Plan, the module will focus on three main parts of the Business Plan: Where are we now; Where are we going, and how are we going to get there.

Where are we now section will elaborate on the history of the organisation, Activities & Personnel, Business Context and Environment, Market Analysis and SWOT analysis.

Main Organisational Objectives will be set in the second section of where we are going.

The section will explore the ways in which the organisation is intending to achieve its objectives. This section will elaborate on Development Plan, Marketing Plan, Personnel Plan, Financial Plan, Action Plan/Time table, Risks and Potential problems, Financial Data and Appendices.

Executive Summary, to be written last, will be explained. Examples of completed Business Plan will be made available to get an in-depth understanding of writing a Business Plan.

Each of the elements will be described and discussed. Time will be allocated for learners to write bullet points under each heading relevant to their organisation. It is envisaged that by the end of the second day each learner will have a draft Business Plan for their organisations.



Commissioning & Contracting (1 day)

The module will enable the learners to understand what Commissioning means and the Commissioning Cycle for them to understand how a Commission is established. It will develop understanding on Procurement and its principles. It will also provide differences between Commissioning and Contracting.

It will further explore resources to find appropriate Tendering opportunities. Type of tenders and will be explained and discussed.

Through inter active exercise it will create an understanding on the Tender Readiness Pack including its relation to the Constitution of the organisation. In discussion with the leaners, it will create Readiness to Tender list.

The module will enhance understanding at the Pre-Qualification Questionnaire (PQQ) stage. It will provide an insight at the following stage of Invitation to Tender (ITT).

Do's and Don'ts during the last stage of Presentation to the panel will be explored and leaners will prepare a group presentation to develop their understanding of the full tendering process.

