



معهد التدريب الوظيفي ش.م.م
Occupational Training Institute L.L.C

Delivering First class Training Since 1992



MANAGEMENT & LEADERSHIP QUALIFICATIONS

FROM THE CHARTERED MANAGEMENT INSTITUTE (CMI)

TAKE CONTROL OF YOUR CAREER

Whatever stage you've reached in your career, CMI qualifications play a vital role in developing the skills and knowledge you need to excel and move forward. From the basic fundamentals to senior-level management strategy, these internationally recognised qualifications are essential to building a long and successful career.

ABOUT CMI

Chartered Management Institute (CMI)

The Chartered Management Institute is the UK's leading organisation for professional managers. Representing over 100,000 members, CMI sets the standard for management and leadership excellence.

For more information about the CMI, please visit www.managers.org.uk

CMI MEMBERSHIP

When you enrol on a CMI course with Professional Academy, we will register you for a CMI affiliate membership. The benefits of being a CMI member include:

- access to the CMI's Management Direct online knowledge base
- subscription to Professional Manager magazine, featuring the latest news and research
- great networking opportunities at frequent events all over the UK
- mentoring, support and career advice
- start recording your Continuous Professional Development (CPD) and work towards Chartered Manager status

004-MC- CMI Qualification Overview



P.O. Box 375, P.C. 114, Jibroo, Sultanate of Oman.
Tel: +968 22007770 Fax : +968 22506866
Email : info@otitraining.com • www.otitraining.com

www.otitraining.com

Facilities in Muscat, Safah & Mukhaizna



MANAGEMENT & LEADERSHIP PATHWAYS

Carefully designed around the CMI syllabus, our courses deliver valuable accredited qualifications while developing invaluable real-world skills.

DIPLOMA IN STRATEGIC MANAGEMENT AND LEADERSHIP - LEVEL 7

Suited for senior management who want to develop their strategic management skills.

(Also available as an Extended Diploma)

DIPLOMA IN MANAGEMENT AND LEADERSHIP - LEVEL 5

For those who have begun their management careers but would like to develop their skills further.

(Also Available as an Extended Diploma)

DIPLOMA IN FIRST LINE MANAGEMENT - LEVEL 3

Ideal if you are new to supervision and management and want to learn the operational foundations.

004-MC CMI Qualification



P.O. Box 375, P.C. 114, Jibroo, Sultanate of Oman.
Tel: +968 22007770 Fax : +968 22506866
Email : info@otitraining.com • www.otitraining.com

www.otitraining.com

Facilities in Muscat, Safah & Mukhaizna



DIPLOMA IN FIRST LINE MANAGEMENT - LEVEL 3

This Diploma provides a solid grounding in the key elements of the management role and responsibilities for first-line and supervisory managers.

WHO IS IT FOR?

Designed for those who are relatively new or are already operating in a first-line management or a supervisory role and have had little or no formal training in management but wish to improve their knowledge and skills to progress further.

ENTRY REQUIREMENTS

There are no specific entry requirements for this qualification, however we recommend that this course is most suitable if you have gained approximately 6 months to one year of supervisory / management experience.

If English is not your first language, evidence of at least IELTS level 6.5 or Trinity ISE III/IV will also be required.

HOW LONG WILL IT TAKE?

There are multiple hand-in dates a year and you can begin your studies at any time. The course will typically take between 12 - 18 months to complete although you can choose to study at a faster or slower pace to suit your requirements. We commit ourselves to support all our students for up to a maximum of two years.

STUDY METHODS

The Diploma in First Line Management Modules are studied via supported Distance Learning or Premium Blended learning which are delivered in the form of online webinar sessions for each module.

ASSESSMENT

All Diploma in First Line Management Modules are assessed by work-based assignments/presentations.



004-MC- CMI Qualification



P.O. Box 375, P.C. 114, Jibroo, Sultanate of Oman.
Tel: +968 22007770 Fax : +968 22506866
Email : info@otitraining.com • www.otitraining.com

www.otitraining.com

Facilities in Muscat, Safah & Mukhaizna



MODULE OVERVIEW

Module title	Description	Assessment
Personal Development as a First Line Manager	This unit focuses on developing your staff as a team both on a personal level and to meet the corporate objectives through areas such as personal development plans, relationship management and safeguarding their welfare.	Work-based assignment
Resource planning	Identifying and managing resources is essential for all Managers and this unit provides an understanding of how to achieve the best efficiencies through planning for your team's resource needs, adapting to their changing requirements and monitoring and controlling the use of resources.	Work-based assignment
Meeting stakeholder needs	You will gain an insight into the requirements and contribution particular stakeholders make to achieve the team's objectives, identify how this mutual support can be improved and prepare a case to support the required changes for improvement.	Work-based assignment
Managing and communicating information	Data is essential for effective communication and this unit looks into the methods for identifying and gathering relevant data, interpreting the findings to gain a meaningful conclusion and best methods and audiences for communicating the results.	Work-based assignment
Identifying development opportunities	Personal development is key to not only the growth of individuals but your company. This unit is about identifying the development opportunities of individuals and teams in order to meet team and organisational objectives.	Work-based assignment
Improving team performance	This unit is about the impact of individual's performance on teams, recognising performance behaviours and implementing improvement measures.	Work-based assignment

004-MC- CMI Qualification Overview



P.O. Box 375, P.C. 114, Jibroo, Sultanate of Oman.
Tel: +968 22007770 Fax : +968 22506866
Email : info@otitraining.com • www.otitraining.com

www.otitraining.com

Facilities in Muscat, Safah & Mukhaizna



معهد التدريب الوظيفي ش.م.م
Occupational Training Institute L.L.C

Delivering First class Training Since 1992



DIPLOMA IN MANAGEMENT AND LEADERSHIP - LEVEL 5

FROM THE CHARTERED MANAGEMENT INSTITUTE (CMI)

Building on your 'hands on' management experience, this course focuses on the practical aspects of management including using plans to manage resources, personnel and customer awareness.

WHO IS IT FOR?

Designed for those who have gained a good basis in management but looking to build on this experience to broaden their experience and knowledge to a middle manager level.

ENTRY REQUIREMENTS

There are no formal entry requirements however we recommend that this course is most suitable if you have gained approximately two years of supervisory or management experience.

If English is not your first language, evidence of at least IELTS level 6.5 or Trinity ISE III/IV will also be required.

HOW LONG WILL IT TAKE?

There are multiple hand-in dates a year and you can begin your studies at any time. The Diploma in Management & Leadership can be completed with a minimum combination of 6 units over a 9 to 12 month period.

The Extended Diploma is constructed of nine units which when studied will typically take between 12 – 18 months to complete although you can choose to study at a faster or slower pace to suit your requirements. We commit ourselves to support all our students for up to a maximum of two years.

For more information about workshop dates please visit www.professionalacademy.com



004-MC- CMI Qualification



P.O. Box 375, P.C. 114, Jibroo, Sultanate of Oman.
Tel: +968 22007770 Fax : +968 22506866
Email : info@otitraining.com • www.otitraining.com

www.otitraining.com

Facilities in Muscat, Safah & Mukhaizna



MODULE OVERVIEW

Personal Development as a Manager and Leader	You will learn how to improve your individual management and leadership skills and create a personal development plan (PDP). You will construct, implement and evaluate your PDP with achievable but challenging goals whilst ensuring healthy and safe working practices.	Work-based assignment
Information based Decision Making (Workshop)	You will consider the employment process including identifying personnel requirements and developing an induction for the new team member. The importance of ensuring constant fairness, objectivity, equality of opportunity and any legal requirements is also covered.	Work-based assignment
Managing Team and Individual Performance (Workshop)	You will examine the management of both individual and team performance and be able to identify and agree responsibilities to achieve performance objectives, poor performance and provide feedback for improvement.	Work-based assignment
Practices of Resource Management (Workshop)	You will examine how to select, plan, and manage the resource supply chain and associated costs to meet objectives. You will consider the monitoring and evaluating of internal and external resources and to develop <u>strategies to predict and manage disruptions.</u>	Work-based assignment
Meeting Stakeholder and Quality Needs (Workshop)	You will learn to identify the company's stakeholders, their expectations and the best methods to communicate this to your team. You will examine quality standards, conduct a quality audit and learn how to promote continuous improvement and change within the company.	Work-based assignment
Conducting a Management Project	You will use all your skills learnt during the course and applying them to a specific issue or problem which provides a useful report for your organisation.	Investigative project
Conducting a Marketing Plan (Workshop)	You will consider marketing's role and predicting the needs of stakeholders and the impact of the marketing environment. You will devise, implement and monitor a marketing plan incorporating the marketing mix that contributes to the achieving an organisation's objectives.	Work-based assignment
Planning for Development (Workshop)	You will gain an understanding of human resource plans to meet the organisation's current and future objectives, including an assessment of staff's abilities and capabilities as well as how to develop, agree and monitor an individual's PDP.	Work-based assignment
Managing Recruitment, Selection and Induction	You will consider the employment process including identifying personnel requirements and developing an induction for the new team member.	Work-based assignment

004-MC- CMI Qualification



P.O. Box 375, P.C. 114, Jibroo, Sultanate of Oman.
Tel: +968 22007770 Fax : +968 22506866
Email : info@otitraining.com • www.otitraining.com

www.otitraining.com

Facilities in Muscat, Safah & Mukhaizna



معهد التدريب الوظيفي ش.م.م
Occupational Training Institute L.L.C
Delivering First class Training Since 1992



DIPLOMA IN STRATEGIC MANAGEMENT AND LEADERSHIP - LEVEL 7

A comprehensive qualification developing existing management skills to a strategic level enabling you to perform effectively as a senior manager and implement your organisation's strategy.

WHO IS IT FOR?

Designed specifically for Managers who are responsible for the development and performance of staff and would like to build on this experience to gain a more in depth understanding of organisational strategy.

ENTRY REQUIREMENTS

There are no formal entry requirements however we recommend that this course is most suitable for middle to senior managers who have gained approximately ten years of management experience.

If English is not your first language, evidence of at least IELTS level 6.5 or Trinity ISE III/ IV will also be required..



HOW LONG WILL IT TAKE?

There are multiple hand-in dates a year and you can begin your studies at any time. The Diploma in Management & Leadership can be completed with a minimum combination of 6 units over a 9 to 12 month period.

The Extended Diploma is constructed of nine units which when studied will typically take between 12 – 18 months to complete although you can choose to study at a faster or slower pace to suit your requirements. We commit ourselves to support all our students for up to a maximum of two years.

For more information about workshop dates please visit www.professionalacademy.com

004-MC- CMI Qualification



P.O. Box 375, P.C. 114, Jibroo, Sultanate of Oman.
Tel: +968 22007770 Fax : +968 22506866
Email : info@otitraining.com • www.otitraining.com

www.otitraining.com

Facilities in Muscat, Safah & Mukhaizna



MODULE OVERVIEW



Module title	Description	Assessment
Personal Leadership Development as a Strategic Manager	This unit is about the leadership and personal Management skills required for operating at a strategic level. Part of the assessment is to produce your own personal development plan (PDP), which covers how to identify and achieve both your personal and corporate goals whilst also considering quality, health, and safety.	Work-based assignment
Developing Performance Management Strategies (Workshop)	You will examine the links and how to manage the performance of a team to ensure their contribution to the overall strategic objectives and the tools and techniques available to set targets and measure future team performance.	Work-based assignment
Financial Management (Workshop)	Financial data is essential for developing and making judgements against strategic objectives, and you will learn how to obtain and analyse its validity and formulate conclusions to base budgets	Work-based assignment
Strategic Information Management (Workshop)	This unit is about determining the criteria for selecting and capturing data and how to evaluate, monitor, and manage the information both internally and externally to support strategic decision making.	Work-based assignment
Conducting a Strategic Management Project	You will develop a company-based investigative project, drawing together all your skills learnt during the course and applying them to a specific issue or problem.	Investigative Research Project
Reviewing Organisational Strategy Plans and Performance (Workshop)	You will be able to identify and analyse progress towards organisational strategic aims and objectives. More specifically you will evaluate the component parts of a strategic plan.	Work-based assignment
Developing a Marketing Strategy (Workshop)	During your studies you will understand the importance of a marketing plan's component parts and how to identify, develop, agree and monitor it to support the strategic objectives.	Work-based assignment
S strategic Planning (Workshop)	The aim of this unit is to consider the purpose, direction and implementation of strategic plans on an organisation	Work-based assignment
Strategic Human Resource Planning (Workshop)	You will examine how the human resources plan supports the strategic objectives.	Work-based assignment

004-MC- CMI Qualification



P.O. Box 375, P.C. 114, Jibroo, Sultanate of Oman.
Tel: +968 22007770 Fax : +968 22506866
Email : info@otitraining.com • www.otitraining.com

www.otitraining.com

Facilities in Muscat, Safah & Mukhaizna