



# ARCA ILM Level 4 Certificate in Leadership and Management



## Leadership in the asbestos industry

Effective leadership and management is not just about projects but about managing people. It can mean the difference between gaining a contract and losing a contract.

As the asbestos removal industry is licensed these skills are also crucial to the safety and effectiveness of the workforce, and the reason why the Health & Safety Executive (HSE) focus on leadership and management when carrying out licence assessments.

The ARCA leadership and management course has been specifically developed to support managers in the asbestos removal industry in the continual pursuit of excellent standards.

## Who is the course for?

The ARCA ILM Leadership and Management qualification has been designed for new and aspiring managers working in a business environment within the asbestos removal industry.

The course aims to develop the skills and knowledge required to be an effective leader. Enabling candidates who complete the course to improve the performance of their workforce and business.

## Why take this course?

Managers can improve their leadership and management skills to support both, the business and workforce, as well as further their own development.

- Develop the management skills to succeed in a challenging industry
- Build knowledge on how to coach and motivate staff to meet the business goals
- Develop the skills to lead people by example and inspire trust
- Analyse communication methods to provide purpose and improve effectiveness
- Learn the core skills to manage staff's performance and development
- Gain experience by working alongside other managers
- Fulfil personal development

Registration onto the course will enable the candidate to become a student member of the ILM and apply for membership to the Asbestos Removal Management Institute (ARMI) for those who already hold the relevant asbestos qualification required for ARMI membership.

Take the first step towards gaining this qualification... call us on 01283 505777

## Overview

The ARCA ILM Leadership and Management qualification has been designed in four units based around key skill sets and take the form of seminars (over 1 or 2 days depending on the unit) and assignments. Each unit will have specific methods of assessment which will be linked to the assignments.

The four units – Managing Risk in the Workplace; Communications Management; Motivating People in the Workplace and Developing People in the Workplace – are held at ARCA training centres at set dates during the year. These units can be taken in any order to suit the student. All units need to be completed within a two year period to gain the ILM qualification.

Candidates will be required to complete a unit within two months, and before commencing another unit. All candidates will have access (phone, email and/or contact time) to a personal tutor to support their learning throughout the course.

Managing Risk in the Workplace	Communications Management	Motivating People in the Workplace	Developing People in the Workplace
Covering the key elements of; application of legislation relating to risk, principles of risk management and internal risk management policies and procedures. With analysis of risk assessments strategies, planning and implementation.	You will learn about the different communication methods used within organisations today. This will link closely to communication theory and you will analyse how effective your own communication methods are within your area of responsibility. You will make recommendation and implement your improvements.	You will learn how to effectively motivate your teams, with strong consideration of various motivational theories. You will analyse the motivational practices used within your own organisation and apply the most effective motivational techniques within your area of responsibility.	You will learn the core skills to manage conflict that may arise within your organisation, diversity in the workplace and manage the staff's expectations on their performance. How to monitor and provide feedback on performance with techniques that can aid formal feedback when appraising staff and management processes that can support the business.

## Locations and dates by unit

### Burton

1 Nov'18	18-19 Dec'18	2-3 Oct'18	30-31 Oct'18
20 Dec'18	1-2 April'19	20-21 June'19	7-8 Oct'19
4 Feb'19			

### Rayleigh

1 Nov'18	18-19 Dec'18	2-3 Oct'18	30-31 Oct'18
20 Dec'18	9-10 May'19	3-4 July'19	17-18 Oct'19
26 Feb'19			

## Fees

### Member fees per unit

£310 Managing Risk in the Workplace  
£465 Communications Management  
£465 Motivating People in the Workplace  
£465 Developing People in the Workplace

### Non-Member fees per unit

£410 Managing Risk in the Workplace  
£565 Communications Management  
£565 Motivating People in the Workplace  
£565 Developing People in the Workplace

An additional one-off fee is payable to ILM for registration and final certificate - £55

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### Asbestos Removal Contractors Association

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