

# Ultimate Learning Resources



Level 2

8003-230	Developing Yourself as an Effective Team Member (Award in Effective Team Membership)	8000-272	Setting Team Objectives in the Workplace
8000-250	Developing Yourself as a Team Leader	8000-273	Gathering, Interpreting and Utilising Data in the Workplace
8000-251	Improving Performance of the Work Team	8000-274	Methods of Communicating in the Workplace
8000-252	Planning and Monitoring Work	8000-275	Satisfying Customer Requirements
8000-253	Developing the Work Team	8000-276	Understanding Effective Team Working
8000-254	Induction and Coaching in the Workplace	8000-300	Solving Problems and Making Decisions
8000-255	Meeting Customer Needs	8000-301	Understanding Innovation and Change
8000-258	Using Information to Solve Problems	8000-307	Giving Briefings and Making Presentations
8000-259	Understanding Change in the Workplace	8000-308	Understanding Leadership
8000-260	Maintaining a Healthy and Safe Working Environment	8000-312	Understanding Conflict Management in the Workplace
8000-261	Diversity in the Workplace	8000-313	Understanding Stress Management in the Workplace
8000-262	Using Resources Effectively and Efficiently in the Workplace	8000-314	Understanding Discipline in the Workplace
8000-263	Communicating with People Outside the Work Team	8000-317	Understanding Training and Coaching in the Workplace
8000-264	Briefing the Work Team	8000-320	Managing Workplace Projects
8000-265	Workplace Communication	8000-327	Understanding Negotiation and Networking in the Workplace
8000-268	Leading Your Work Team	8000-339	Understanding Good Practice in Workplace Coaching
8000-269	Managing Yourself		
8000-270	Enterprise Awareness		

Core Units highlighted in yellow

# Ultimate Learning Resources

8600-300	Solving Problems & Making Decisions	8600-342	Developing Own Leadership Capabilities Using Action Learning
8600-301	Understanding Innovation and Change in an Organisation	8600-200	Developing Yourself as a Team Leader
8600-302	Planning Change in the Workplace	8600-201	Improving Performance of the Work Team
8600-303	Planning and Allocating Work	8600-202	Planning and Monitoring Work
8600-304	Writing for Business	8600-203	Developing the Work Team
8600-305	Contributing to Innovation and Creativity in the Workplace	8600-204	Coaching and Induction in the Workplace
8600-306	Understanding Customer Service Standards and Requirements	8600-205	Meeting Customer Needs
8600-307	Giving Briefings and Making Presentations	8600-208	Using Information to Solve Problems
8600-308	Understanding Leadership	8600-209	Understanding Change in the Workplace
8600-309	Understand How to Establish an Effective Team	8600-210	Maintaining a Healthy and Safe Working Environment
8600-310	Understanding How to Motivate to Improve Performance	8600-211	Diversity in the Workplace
8600-311	Developing Yourself and Others	8600-212	Using Resources Effectively and Efficiently in the Workplace
8600-312	Understanding Conflict Management in the Workplace	8600-213	Communicating with People Outside the Work Team
8600-313	Understanding Stress Management in the Workplace	8600-214	Briefing the Work Team
8600-314	Understanding Discipline in the Workplace	8600-215	Workplace Communication
8600-315	Understanding the Recruitment and Selection of New Staff	8600-218	Leading Your Work Team
8600-317	Understanding Training and Coaching in the Workplace	8600-219	Managing Yourself
8600-318	Understanding Quality Management in the Workplace	8600-220	Enterprise Awareness
8600-319	Understanding Organising and Delegating in the Workplace	8600-222	Setting Team Objectives in the Workplace
8600-320	Managing Workplace Projects	8600-223	Gathering, Interpreting and Utilising Data in the Workplace
8600-321	Understanding Health and Safety in the Workplace	8600-224	Methods of Communicating in the Workplace
8600-323	Understanding Performance Management	8600-225	Satisfying Customer Requirements
8600-324	Understanding Costs and Budgets in an Organisation	8600-226	Understanding Effective Team Working
8600-326	Understanding the Communication Process in the Workplace	8600-230	Developing Yourself as an Effective Team Member
8600-327	Understanding Negotiating & Networking in the Workplace	8600-400	Understanding the Management Role to Improve Management Performance
8600-328	Understanding How to Lead Effective Meetings	8600-401	Planning and Leading a Complex Team Activity
8600-330	Understanding Marketing for Managers	8600-403	Managing Risk in the Workplace
8600-334	Understanding and Developing Relationships in the Workplace	8600-404	Delegating Authority in the Workplace
8600-336	Understanding Incident Management and Disaster Recovery in the Workplace	8600-405	Developing People in the Workplace
8600-338	Understanding How to Manage Remote Workers	8600-406	Developing Your Leadership Styles
8600-339	Understanding Good Practice in Workplace Coaching	8600-407	Understanding Financial Management
8600-340	Understanding Good Practice in Workplace Mentoring	8600-408	Management Communication
8600-341	Leading and Motivating a Team Effectively		

# Ultimate Learning Resources

Level 4

8605-400	Understanding the Management Role to Improve Management Performance	8605-318	Understanding Quality Management in the Workplace
8605-401	Planning and Leading a Complex Team Activity	8605-319	Understanding Organising and Delegating in the Workplace
8605-403	Managing Risk in the Workplace	8605-320	Managing Workplace Projects
8605-404	Delegating Authority in the Workplace	8605-321	Understanding Health and Safety in the Workplace
8605-405	Developing People in the Workplace	8605-323	Understanding Performance Management
8605-406	Developing Your Leadership Styles	8605-324	Understanding Costs and Budgets in an Organisation
8605-407	Understanding Financial Management	8605-326	Understanding the Communication Process in the Workplace
8605-408	Management Communication	8605-327	Understanding Negotiation and Networking in the Workplace
8605-409	Managing Personal Development	8605-328	Understand How to Lead Effective Meetings
8605-412	Managing Meetings	8605-330	Understanding Marketing for Managers
8605-413	Managing Marketing Activities	8605-334	Understanding and Developing Relationships in the Workplace
8605-415	Motivating People in the Workplace	8605-336	Understanding Incident Management and Disaster Recovery in the Workplace
8605-416	Solving Problems by Making Effective Decisions in the Workplace	8605-338	Understanding How to Manage Remote Workers
8605-417	Managing and Implementing Change in the Workplace	8605-339	Understanding Good Practice in Workplace Coaching
8605-420	Budgetary Planning and Control	8605-340	Understanding Good Practice in Workplace Mentoring
8605-427	Developing a Culture to Support Innovation and Improvement	8605-341	Leading and Motivating a Team Effectively
8605-300	Solving Problems and Making Decisions	8605-502	Making a Financial Case
8605-301	Understanding Innovation & Change	8605-501	Managing Improvement
8605-302	Planning Change in the Workplace	8605-503	Developing Critical Thinking
8605-303	Planning and Allocating Work	8605-504	Leading Innovation and Change
8605-304	Writing for Business	8605-505	Managing Individual Development
8605-305	Contributing to Innovation and Creativity in an Organisation	8605-506	Managing Stress and Conflict
8605-306	Understanding Customer Service Standards and Requirements	8605-510	Managing for Efficiency and Effectiveness
8605-307	Giving Briefings and Making Decisions	8605-511	Managing Projects in the Organisation
8605-308	Understanding Leadership	8605-512	Managing Resources
8605-309	Understand How to Establish an Effective Team	8605-514	Managing Recruitment
8605-310	Understanding How to Motivate to Improve Performance	8605-518	Making Professional Presentations
8605-311	Developing Yourself and Others	8605-519	Developing and Leading Teams to Achieve Organisational Goals and Objectives
8605-312	Understanding Conflict Management in the Workplace	8605-520	Assessing Your Own Leadership Capability and Performance
8605-313	Understanding Stress Management in the Workplace	8605-521	Managing Own Continuing Professional Development
8605-314	Understanding Discipline in the Workplace	8605-522	Becoming an Effective Leader
8605-315	Understanding Recruitment and Selection of New Staff	8605-527	Partnership Working
8605-317	Understanding Training and Coaching in the Workplace	8605-530	Understanding the Skills, Principles & Practices of Effective Management Coaching & Mentoring

Core Units highlighted in yellow

# Ultimate Learning Resources

Level 5

8607-501	Managing Improvement	8607-531	Improving Your Own Leadership Performance Through Action Learning
8607-502	Making a Financial Case	8607-532	Learning Through Complex Workplace Activities
8607-503	Developing Critical Thinking	8607-400	Understanding the Management Role to Improve Management Performance
8607-504	Leading Innovation & Change	8607-401	Planning and Leading a Complex Team Activity
8607-505	Managing Individual Development	8607-403	Managing Risk in the Workplace
8607-506	Managing Stress and Conflict in the Organisation	8607-404	Delegating Authority in the Workplace
8607-510	Managing for Efficiency and Effectiveness	8607-405	Developing People in the Workplace
8607-511	Managing Projects in the Organisation	8607-406	Developing Your Leadership Styles
8607-512	Managing Resources	8607-407	Understanding Financial Management
8607-514	Managing Recruitment	8607-408	Management Communication
8607-518	Making Professional Presentations	8607-409	Managing Personal Development
8607-519	Developing and Leading Teams to Achieve Organisational Goals and Objectives	8607-412	Managing Meetings
8607-520	Assessing Your Own Leadership Capability and Performance	8607-413	Managing Marketing Activities
8607-521	Managing Own Continuing Professional Development	8607-415	Motivating People in the Workplace
8607-522	Becoming an Effective Leader	8607-416	Solving Problems by Making Effective Decisions in the Workplace
8607-527	Partnership Working	8607-417	Managing and Implementing Change in the Workplace
8607-530	Understanding the Skills, Principles and Practice of Effective Management Coaching and Mentoring	8607-420	Budgetary Planning and Control
		8607-427	Developing a Culture to Support Innovation and Improvement