

Unit No	Unit Title	GLH	TUT
<b>Theme: Foundations for Excellence</b>			
CMI 301	Principles of Management and Leadership	33	68
<b>Theme: Developing Capabilities, Delivering Results, Driving Best Practice</b>			
<b>Interpersonal Excellence – Managing People and Developing Relationships</b>			
CMI 302	Managing a Team to Achieve Results	23	53
CMI 303	Managing Individuals to be Effective in their Role	19	43
CMI 304	Principles of Communication in the Workplace	18	42
CMI 305	Building Stakeholder Relationships using Effective Communication	20	40
CMI 306	Principles of Equality, Diversity and Inclusive Working Practice	24	53
CMI 307	Developing the Knowledge, Skills and Abilities of Individuals and Teams	15	34
CMI 308	Managing Volunteers	25	49
CMI 309	Responding to Conflict in the Workplace	13	23
CMI 310	Supporting Teams and Individuals Through Change	17	42
<b>Organisational Performance – Delivering Results (Day to Day Activities)</b>			
CMI 311	Contributing to the Delivery of a Project	30	55
CMI 312	Managing Daily Activities to Achieve Results	21	40
CMI 313	Developing and Sharing Good Practice	19	42
CMI 314	Managing Budgets and Resources	25	50
CMI 315	Principles of Health and Safety in a Work Setting	24	52
CMI 316	Monitoring Quality to Improve Outcomes	24	47
CMI 317	Supporting the Delivery of Customer Service	19	41
CMI 318	Managing Data and Information	21	45
CMI 319	Managing Meetings	19	31
CMI 320	Presenting for Success	18	48
<b>Personal Effectiveness – Managing Self</b>			
CMI 321	Managing Own Personal and Professional Development	20	45