



THE
Event School
LONDON

CERTIFICATE IN LEADERSHIP & MANAGEMENT

**PART-TIME VIRTUAL COURSE
SHORT COURSE IN LONDON**

An intensive and comprehensive introduction to management and leadership.

Ideal for first-time supervisors or those wishing to progress into supervisory positions.

**BOOK
ONLINE
NOW!**

www.eventschool.london

COURSE SUMMARY

Whether you're at an early stage of your career and aiming for promotion, entering a supervisory or team leader role for the first time, or looking to progress within management - professional development can improve your skills and prospects.

Management skills provide strong foundations for organising and coordinating people, logistics, finances, projects and resource. Transforming your leadership skills helps you become a leader that others choose to follow.

A preparation course for management & leadership positions.

Develop the skills & knowledge needed in supervisory, team leader or entry-level management roles.

Equipping you for a career in leadership.

STUDY OPTIONS

LIVE ONLINE CLASSES

- Morning Classes
- Afternoon Classes
- Evening Classes
- Accelerated Classes

LONDON COURSES

- 5-Day Short Course

QUALIFICATION

- Certificate in Leadership & Management
- Awarded by The Event School London
- CPD Certified

ANY QUESTIONS?

- Contact us with any queries
- Email: info@eventschool.london
- Office: +44 (0) 203 239 0950
- WhatsApp: +44 (0) 7305 309 950



WORKING FOR AN ORGANISATION

- Introduction to business types and organisational structures
- Understanding an organisation's vision, goals and objectives
- Thinking strategically and seeing the big picture
- Developing objectives for your team to meet the organisation's goals

HR FOR LINE MANAGERS

- Best practice in recruitment and selection
- Effective performance management and conducting appraisals
- Handling disciplinary and termination scenarios
- Developing and managing rosters and contingency cover
- Key legal and ethical requirements



COURSE CONTENT MODULES & TOPICS

CPD
CERTIFIED
The CPD Certification
Service

*Shaping the leaders
of tomorrow.*



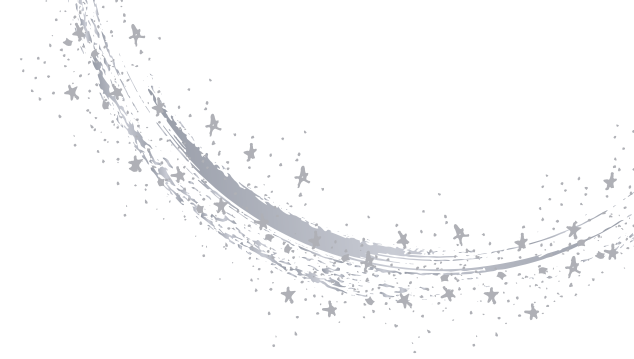
FINANCE FOR NON-FINANCIAL MANAGERS

- Understanding the key financial terminology and the content and structure of common financial statements
- The key drivers of profitability
- Understanding and interpreting key financial information
- Understanding and managing a budget
- Techniques for managing costs

PROJECT MANAGEMENT

- What is a project?
- The project lifecycle
- Project management methods and components
- Developing a simple and effective project plan
- Breaking down the work into tasks
- Scheduling and planning
- Time management
- Identifying required resources
- Assessing project risks

Our courses encourage innovation from a strong foundation of industry knowledge and expertise.



BUILDING AND MOTIVATING TEAMS

- What makes a successful team?
- Establishing agreed team behaviours and communications
- Building team trust
- Clarifying roles within teams
- Defining team and individual accountability

DEVELOPING LEADERSHIP

- The concept of leadership
- Individual leadership qualities and strengths
- Essentials for effective communication
- Leading by example
- How to motivate and influence



**COURSE CONTENT
MODULES & TOPICS
CONTINUED**



IDEAL FOR LEARNERS WHO

Prefer live teaching (London or virtual classrooms) rather than self-taught online courses.

Want the opportunity for interaction and discussion.

Will benefit from personalised guidance and mentoring from our specialist trainers.

Appreciate the ability to ask questions and receive answers during real-time classes.



THIS LEVEL COURSE IS IDEAL FOR THOSE WHO

- Would like to develop their skills in order to gain a supervisory, team leader or other entry-level management role
- Have recently started in a leadership role and wish to enhance their knowledge and skills in order to progress
- Hold a supervisory role and feel they would benefit from a professional career development programme.
- Would like to gain a range of leadership and management skills to broaden their career opportunities
- Would like to add British certification to their CV or portfolio



Who should do this course?

ONLINE COURSE

We understand people with busy schedules still value learning with a 'live' expert.

That's why we offer a virtual, '**LIVE ONLINE**' study option.

Plan around your schedule with a choice of either Morning, Afternoon or Evening 'live' classes.

*Dates, fees, content and inclusions are subject to change. Please check our website for the most up to date information

LIVE ONLINE CLASSES



8 weeks



1 x 3-hour session per week



Taught live by our industry specialists



Assessment - Reflective Leadership Project
(due 1 mth after course completion)



Maximum 8 participants

£875

*COURSE FEES

Book Now!



Regular Start Dates



Amongst the Highest Completion Rates for Online Training



Session options to suit a range of work patterns or time zones



Join our Alumni Group for industry updates, volunteering options, work experience and job alerts



Interactive and engaging delivery

OUR LEADERSHIP AND MANAGEMENT COURSES ARE SUITABLE FOR ALL INDUSTRIES

ONLINE COURSE HIGHLIGHTS

With our live-classes, delivered through video-conferencing, connect and interact with your course trainer and classmates from all around the globe, creating a vibrant and dynamic learning community.

ONLINE LEARNING WITH LIVE EXPERTS

Our virtual online courses provide the opportunity to work with our experienced trainers who can guide and advise you on achieving your professional goals.

BENEFITS OF ONLINE VIRTUAL 'LIVE' CLASSES

- Live Online Classes
- Taught by Industry Specialists
- Taught in real-time so you can participate in live Q&As and discussions
- Small class sizes mean you won't become lost in a sea of onscreen faces!
- The same Content and Certification as our London courses
- Taught on a reliable and secure online meeting and training platforms



Contact us with any questions or queries about learning online

LONDON COURSES



Face-to-face classes



Assessment - Reflective Leadership Project
(due 1 mth after course completion)



Venues on the ExCel London campus



Closest Station
Custom House on the Elizabeth Line or DLR



Need Accommodation?
On-site hotels to suit a range of budgets.

£1,350

*COURSE FEES

*Dates, fees, content and inclusions are subject to change. Please check our website for the most up to date information

SHORT COURSE IN LONDON



5 Days



10.00am-4.00pm
Monday to Friday



Each July and
November

Book Now!



LONDON COURSE



With so much time now spent online, many of our participants prefer an 'in-real life' learning experience.

That's why we offer short courses in London

UK RESIDENTS MAY BE ELIGIBLE FOR A 6-MONTH PAYMENT PLAN

LONDON COURSE HIGHLIGHTS

INDUSTRY ENVIRONMENT

Our London venues are located on the ExCeL London campus - a centre for commerce and industry events. Venues include CentreEd at ExCeL and quality conference and meeting facilities at ExCeL's on-site hotels.



LONDON LEADS INDUSTRY

Study in one of the world's most famous global business cities. London is renowned for its innovation, business development prowess and leading management practices.

"Sitting at the nexus of European, Asian and US time zones, the business opportunities in London are extensive, attracting more European HQs than any other city."

London & Partners

Contact us with any questions or queries about learning in London



CPD CERTIFIED

The CPD Certification Service was established in 1996 as the leading independent CPD accreditation institution operating across industry sectors to complement the Continuing Professional Development policies of professional institutes and academic bodies. The CPD Certification Service provides recognised independent CPD accreditation compatible with global CPD principles.

TESTIMONIALS

Our student feedback is consistently "excellent"!

For our London courses, that's down to the insights gained on site tours and the calibre of our Course Facilitators, who work hard to make their London classroom environments engaging and interactive.

Our Virtual Courses also receive excellent feedback. Many participants tell us that due to the activities and dynamism of live classes, and being able to interact with classmates and teachers, they felt just like they were in "real" classrooms and loved their virtual experience.



[HEAR FROM STUDENTS](#)



"Refreshes your mind and broadens your management and leadership perspective."

Lambert, Burkino Faso

"I'm happy I travelled to London for this course. I met interesting people and our Lecturer Karen was an engaging and supportive presenter. I'm not a leader yet, but this course helped me identify skills I have as a natural leader and how I can develop. I feel a lot more confident now for my future role as a manager"

Geeta, Canada

"I love the face-to-face course as it's engaging with your classmates and Lecturers and you learn a lot from the conversations we had. The biggest takeaway for me was project management skills."

Isabel, Qatar

"I'm a fashion designer and I wanted to do something different, The teachers were lovely. The course was amazing."

Analiz, Brazil



What our students say



PAYMENT PLANS

Visit our [Payment Plan](#) page to learn about payment plan option for part-time courses



ELIGIBLE UK RESIDENTS

Eligible UK residents may be able to spread the cost of their certificate course fees over up to 6 months.

Check your eligibility and find out more.



[LEARN MORE](#)

*Finance
Options*





Nearest station:
Custom House on the
Elizabeth Line or DLR

10 minutes by taxi from
London City Airport or 43
minutes by train from Heathrow

Parking available on site
at a daily fee

How to get to ExCeL

VENUES

We use a selection of venues
on the ExCeL London campus,
one of Europe's premiere
event destinations.

Location: ExCeL London, Royal
Victoria Dock, London E16 1XL



ACCOMMODATION

Accommodation is available
in a range of on-site hotels

Accommodation arrangements
are the responsibility of
course participants

Find accommodation in London

THE EVENT SCHOOL LONDON ON YOUTUBE

Why not check out our YouTube Channel where you can find information on courses, the latest news, and interviews with Industry Experts, our Team and our Graduates.




[VISIT GALLERY](#)

GALLERY

We love creating relevant, contemporary, interactive learning and life experiences...both in London and in our Virtual Classrooms. And we love sharing them with you in our galleries.

This is life with students from as close as London, to as far away as Europe, Australia, Africa, Brazil, Turkey, Egypt, Saudi Arabia, Canada, Qatar, Puerto Rico, the UAE and The Philippines!



Watch on  YouTube

* Dates, Fees, Content and Inclusions are subject to change.
Please check our website for the most up-to-date information.

Book now using the links below or
contact us via email/telephone to
find out more and secure your place.

Get started today

CERTIFICATE IN LEADERSHIP AND MANAGEMENT

LIVE ONLINE CLASSES

BOOK NOW >

LONDON CLASSES

BOOK NOW >

THE
Event School
LONDON



+44 (0) 7305 309 559



+44 (0) 203 239 0950



info@eventschool.london