

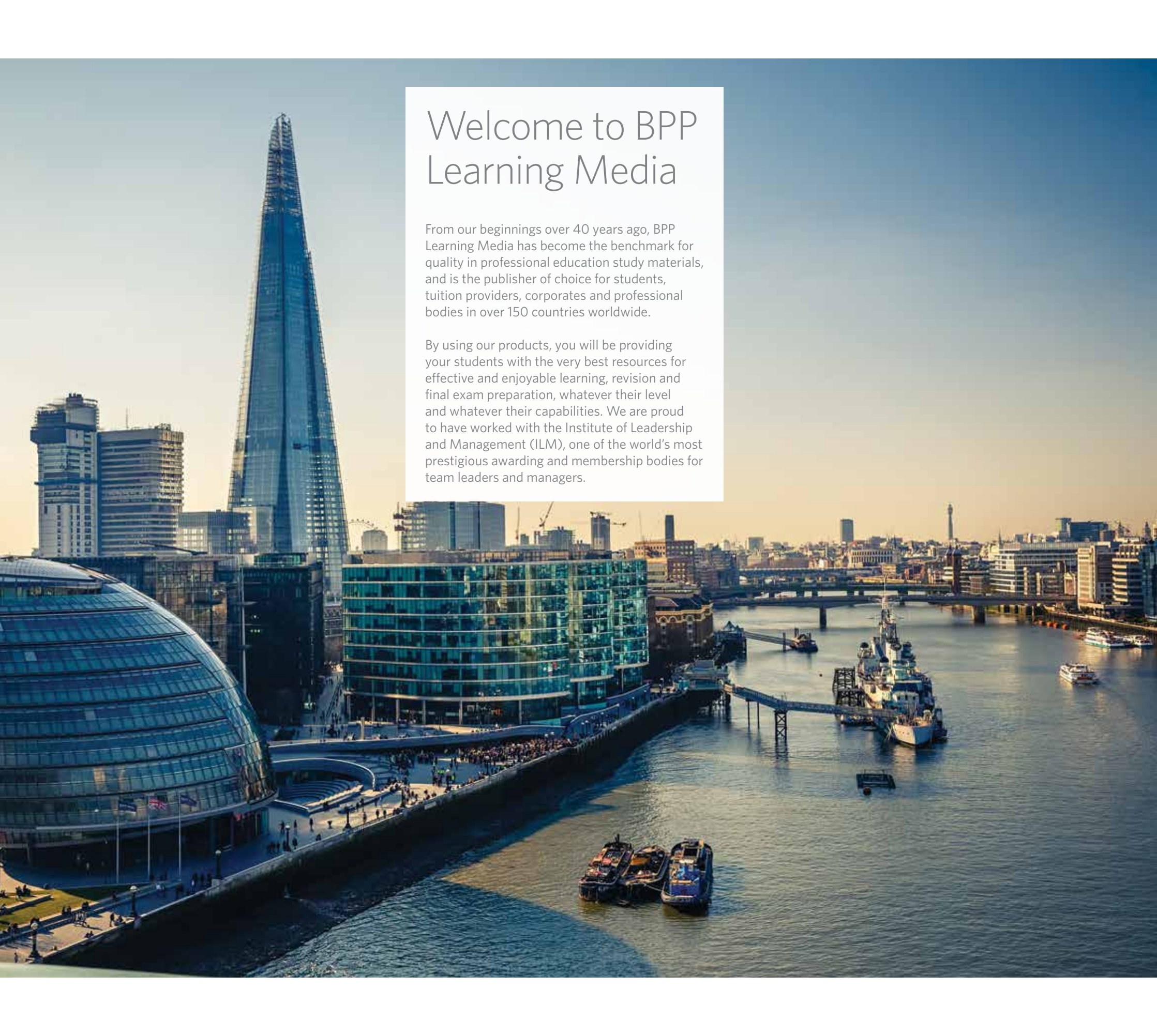


ILM Range

Publications Catalogue | 2018



BPP
LEARNING
MEDIA



Welcome to BPP Learning Media

From our beginnings over 40 years ago, BPP Learning Media has become the benchmark for quality in professional education study materials, and is the publisher of choice for students, tuition providers, corporates and professional bodies in over 150 countries worldwide.

By using our products, you will be providing your students with the very best resources for effective and enjoyable learning, revision and final exam preparation, whatever their level and whatever their capabilities. We are proud to have worked with the Institute of Leadership and Management (ILM), one of the world's most prestigious awarding and membership bodies for team leaders and managers.

Why choose the ILM Range?

The Institute of Leadership and Management (ILM) is one of the largest awarding bodies for qualifications in leadership and management. With over 95,000 registered students and 2,000 centres it has awards for all levels of staff, ranging from team members to supervisors to senior management.

The BPP Learning Media ILM Range is a suite of leadership and management workbooks developed to support the Leadership and Management qualifications. We work closely with the ILM to ensure our Workbooks are up to date and fully explain the key topics. Written by education and subject experts, these materials provide concise and comprehensive coverage of the key areas.

Features include:

- ✓ In-depth coverage of essential topics
- ✓ Written by experienced management trainers and subject matter experts
- ✓ Provides both the Learning Outcomes and Assessment Criteria for each unit
- ✓ Suitable for both blended learning and self-study
- ✓ Plenty of activities and practical exercises to engage students

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Level 2

Level 2 qualifications are designed to help new or aspiring team leaders to develop the skills and knowledge they will need to function effectively in an organisation. The Level 2 qualifications are also ideal for practicing team leaders, helping them become more effective and confident in their role.

Units cover different aspects of working in a team, including how to make a team work well and developing skills such as communication, performance management and planning, and technical ability such as data and information gathering, understanding the responsibilities and some of the legal aspects of being a team leader.

ILM Level 2 qualifications

Our titles are suitable for many ILM Level 2 qualifications including The Award and Certificate in Leadership and Team Skills and Certificate in Team Leading.



Level 2				
Developing Yourself As A Team Leader	Workbook	9781445397405	£14.99	
Improving The Performance Of The Work Team	Workbook	9781445397412	£14.99	
Planning & Monitoring Work	Workbook	9781445397429	£14.99	
Developing The Work Team	Workbook	9781445397436	£14.99	
Induction & Coaching In The Workplace	Workbook	9781445397443	£14.99	
Working Within Organisational And Legal Guidelines	Workbook	9781445367255	£14.99	
Meeting Customer Needs	Workbook	9781445367262	£14.99	
Providing Quality To Customers	Workbook	9781445397450	£14.99	
Using Information To Solve Problems	Workbook	9781445397467	£14.99	
Understanding Change In The Workplace	Workbook	9781445397474	£14.99	
Maintaining A Healthy & Safe Work Environment	Workbook	9781445397481	£14.99	
Diversity In The Workplace	Workbook	9781445397498	£14.99	
Using Resources Effectively And Efficiently In The Workplace	Workbook	9781445397504	£14.99	
Communicating With People Outside The Work Team	Workbook	9781445397511	£14.99	
Briefing The Work Team	Workbook	9781445397528	£14.99	
Workplace Communication	Workbook	9781445397535	£14.99	
Workplace Records And Information Systems	Workbook	9781445397542	£14.99	
Business Improvement Techniques	Workbook	9781445397559	£14.99	
Leading Your Work Team	Workbook	9781445397566	£14.99	
Managing Yourself	Workbook	9781445397573	£14.99	
Enterprise Awareness	Workbook	9781445397580	£14.99	
Working With Customers Legally	Workbook	9781445397597	£14.99	
Setting Team Objectives In The Workplace	Workbook	9781445367293	£14.99	
Using Information For Action In The Workplace	Workbook	9781445397603	£14.99	
Methods Of Communicating In The Workplace	Workbook	9781445397610	£14.99	
Satisfying Customer Requirements	Workbook	9781445397627	£14.99	
Understanding Effective Team Working	Workbook	9781445397634	£14.99	

Level 3

Level 3 qualifications help first time managers become more effective and confident in their management ability. These qualifications are ideal for individuals who have managerial responsibilities but no formal training, and are serious about developing their abilities.

Generally, learners will currently be, or have recently been, team leaders. Information is presented in an accessible manner, with the focus on the practical tools and techniques needed to deliver effective first time management.

ILM Level 3 qualifications

Our BPP titles are suitable for many ILM qualifications including Certificate in Leadership, Certificate in Effective Management and Principles of Leadership and Management.



Level 3			
Solving Problems & Making Decisions	Workbook	9781445397719	£16.99
Understanding Innovation And Change In An Organisation	Workbook	9781445397726	£16.99
Planning Change In The Workplace	Workbook	9781445397733	£16.99
Planning And Allocating Work	Workbook	9781445397740	£16.99
Writing For Business	Workbook	9781445397757	£16.99
Contributing To Innovation And Creativity In The Workplace	Workbook	9781445397764	£16.99
Understanding Customer Service Standards And Requirements	Workbook	9781445397788	£16.99
Giving Briefings & Making Presentations	Workbook	9781445397795	£16.99
Understanding Leadership	Workbook	9781445397801	£16.99
Understand How To Establish An Effective Team	Workbook	9781445397818	£16.99
Understand How To Motivate To Improve Performance	Workbook	9781445397825	£16.99
Developing Yourself & Others	Workbook	9781445397832	£16.99
Understand Conflict Management In The Workplace	Workbook	9781445397849	£16.99
Understanding Stress Management In The Workplace	Workbook	9781445397856	£16.99
Understanding Discipline In The Workplace	Workbook	9781445397863	£16.99
Understanding Recruitment And Selection Of New Staff In The Workplace	Workbook	9781445397870	£16.99
Understanding The Induction Of New Staff In The Workplace	Workbook	9781445397887	£16.99
Understanding Training And Coaching In The Workplace	Workbook	9781445397894	£16.99
Undertaking Quality Management In The Workplace	Workbook	9781445397900	£16.99
Understanding Organising & Delegating In The Workplace	Workbook	9781445397924	£16.99
Managing Workplace Projects	Workbook	9781445397931	£16.99
Understanding Health & Safety In The Workplace	Workbook	9781445397948	£16.99
Understanding The Organisation and Its Context	Workbook	9781445397955	£16.99
Understanding Performance Management	Workbook	9781445397979	£16.99
Understanding Costs And Budgets In An Organisation	Workbook	9781445397986	£16.99
Understand How To Manage The Efficient Use Of Materials And Equipment	Workbook	9781445397993	£16.99
Understanding The Communication Process In The Workplace	Workbook	9781445398013	£16.99
Understanding Negotiation And Networking In The Workplace	Workbook	9781445398020	£16.99
Understand How To Lead Effective Meetings	Workbook	9781445398044	£16.99
Understanding Workplace Information Systems	Workbook	9781445398051	£16.99
Understanding Marketing For Managers	Workbook	9781445398068	£16.99
Leading And Motivating A Team Effectively	Workbook	9781445398075	£16.99

Level 4

Level 4 qualifications engage learners more deeply in the theoretical base of leadership and management whilst retaining a practical edge.

Suitable for middle management, including department heads and project managers, these units will build a firm base of knowledge for the future as well as helping managers to face the challenges of their current roles. Units include more exposure to the work of other departments, the understanding of a variety of business disciplines and organisational environment.

ILM Level 4 qualifications

Our BPP titles are suitable for the ILM Level 4 qualification in Leadership in Management including the Award in Leadership.



Level 4				
Understanding The Management Role To Improve Management Performance	Workbook	9781445363783	£20.99	
Planning And Leading A Complex Team Activity	Workbook	9781445363806	£20.99	
Managing Equality & Diversity In Own Area	Workbook	9781445363820	£20.99	
Motivating People In The Workplace	Workbook	9781445363837	£20.99	
Solving Problems By Making Effective Decisions In The Workplace	Workbook	9781445363844	£20.99	
Delegating Authority In The Workplace	Workbook	9781445363851	£20.99	
Managing & Implementing Change In The Workplace	Workbook	9781445363868	£20.99	
Understanding The Organisational Culture & Context	Workbook	9781445363882	£20.99	
Managing Personal Development	Workbook	9781445363912	£20.99	
Budgetary Planning And Control	Workbook	9781445363936	£20.99	
Understanding The Importance Of Marketing For An Organisation	Workbook	9781445363950	£20.99	
Management Communication	Workbook	9781445364018	£20.99	
Understanding Financial Management	Workbook	9781445364025	£20.99	
Managing A Healthy & Safe Environment	Workbook	9781445364032	£20.99	
Managing Meetings	Workbook	9781445364049	£20.99	
Managing Marketing Activities	Workbook	9781445364070	£20.99	

Level 5

Level 5 qualifications consolidate and deepen the knowledge required for general managers, regional team leaders, department heads and other middle managers.

Knowledge of specialist areas such as finance and marketing is enhanced at this level and there is a greater emphasis on supporting self-development. The qualifications at this level give managers a chance to close skills gaps and to benchmark their abilities against their peer group with a nationally recognised qualification.

ILM Level 5 qualifications

Our BPP materials are suitable for many ILM Level 5 qualifications including Level 5 Award and Certificate in Leadership and the Level 5 Award in Leadership and Management.

Level 6

As well as theoretical knowledge, the ability to critically review ideas, practices and your own performance is developed at this level. Management theories and models are used as tools for self-evaluation and to promote self-development.



Level 5				
Managing Improvement	Workbook	9781445364094		£20.99
Making A Financial Case	Workbook	9781445364100		£20.99
Developing Critical Thinking	Workbook	9781445364117		£20.99
Leading Innovation & Change	Workbook	9781445364124		£20.99
Becoming An Effective Leader	Workbook	9781445364131		£20.99
Managing Individual Development	Workbook	9781445364148		£20.99
Managing Stress & Conflict In The Organisation	Workbook	9781445364155		£20.99
Understanding The Organisational Environment	Workbook	9781445364179		£20.99
Understanding Organisational Culture & Ethics	Workbook	9781445364186		£20.99
Managing Customer Relations	Workbook	9781445364193		£20.99
Managing For Efficiency & Effectiveness	Workbook	9781445364209		£20.99
Managing Projects In The Organisation	Workbook	9781445364223		£20.99
Managing Resources	Workbook	9781445364247		£20.99
Managing Information	Workbook	9781445364254		£20.99
Managing Recruitment	Workbook	9781445364278		£20.99
Making Professional Presentations	Workbook	9781445364346		£20.99
Assessing Your Own Leadership Capability & Performance	Workbook	9781445364360		£20.99
Improving Own Leadership Performance Through Action Learning	Workbook	9781445364377		£20.99
Managing Work Analysis	Workbook	9781445364452		£20.99
Understanding The Management Of Facilities	Workbook	9781445364469		£20.99
Developing And Leading Teams To Achieve Organisational Goals And Objectives	Workbook	9781445364476		£20.99

Level 6				
Managing Operations Research	Workbook	9781445364483		£20.99



Printed on Demand

ILM Range materials are printed on demand and are usually dispatched within 2 working days.

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