

# The ACE Leadership Certificate

... developing the business leaders of tomorrow

## In partnership with Loughborough University, Business School

Loughborough University Business School is delighted to be appointed by ACE as one of its three chosen partners for the ACE Leadership Certificate.

Our Postgraduate Certificate in Management and Leadership (ACE) was developed for ACE in order to meet the learning requirements seen by ACE as key for future business leaders in the consultancy and engineering sector. Successful students will be awarded both the ACE Leadership Certificate and the Postgraduate Certificate in Management and Leadership (ACE) of Loughborough University.

### Why choose us?

Our programme has been specially designed to meet the needs of ACE members who are at an early stage of their career and have the drive and determination to attain senior management positions. The Postgraduate Certificate in Management and Leadership (ACE), is the first stage of an approved complete postgraduate programme which will take you through to a Masters qualification.

The Loughborough programme is highly flexible, offering blended learning – a mix of highly interactive training sessions supported by guided learning and some full distance learning modules. This unique mix provides you with the support of your learning peer group and also minimises the amount of time you need to be away from work and your home. The number of contact teaching days is ten, plus four days of distance learning.



### Adding value to your employer

All of the assessments you will undertake will be **work based**, thereby of directly applicable benefit to you and your sponsoring employer. There are no exams! As a member of the ACE network, you will know the value of development contacts, so learning in a peer group of sector-based colleagues at Loughborough will provide you with important and valuable networking opportunities.

### Learning support

At Loughborough, we understand the demands placed upon part-time students and have developed an approach which will ensure you are successful in your studies – and also enjoy it! Our programme includes a full two-day induction to ensure you are fully up to speed with the requirements of a postgraduate programme and that any returning to learning concerns you may have are addressed. In addition, our programmes are fully supported by an experienced Programme Director and Administrator who will ensure that your studies run smoothly.

### **Learning pathway**

The Business School works closely with our highly reputable Department of Civil and Building Engineering here at Loughborough (ranked first for Building and sixth for Civil Engineering in *The Times Good University Guide 2009*).

The programme will be delivered by expert staff from the Business School and the Department of Civil and Building Engineering, in partnership with our colleagues at ACE. The Loughborough programme is based upon a formula developed some 15 years ago. It is tried and tested. It works.

On successful completion of your Certificate programme, you can extend your learning to Diploma and Masters levels by taking additional modules. The flexible nature of the programme means you can do this straight away or take a learning break before returning to us.

### **Loughborough University and the Business School**

The programme will be managed by the Professional and Management Development Centre (PMDC) within the Business School. The Centre is dedicated to developing and delivering challenging, career-enhancing and internationally recognised programmes to corporate and professional clients such as yourself. By tailoring its programmes to the needs of industry, the PMDC has developed a reputation for delivering academically rigorous and practically relevant courses that assist individuals in their career development and enhance the performance of their organisation.

Our success in partnering with industry to deliver programmes is featured in a recent report by the CBI (*The Voice of Business* [www.cbi.org.uk](http://www.cbi.org.uk)). The PMDC provides award-bearing programmes in management and leadership, tailored short courses, research and consultancy to a wide range of corporate clients including NG Bailey, Aggregate Industries, Thomas Cook, Corus and Rolls Royce plc.

Loughborough University Business School is EQUIS and AMBA accredited and is consistently ranked as one of the top-ten business schools in the UK. Loughborough University not only won the Best Student Experience award for 2006, 2007 and 2008, but was also named Sunday Times University of the Year for 2008-2009. Renowned for designing and delivering top-quality management education, with a pedigree such as ours, we are confident you will find just what you need at Loughborough.

## **What will I learn?**

### **Course Content**

The Loughborough programme for the Certificate comprises six assessed modules. These will be delivered by Business School and Civil and Building Engineering tutors in conjunction with input from experts from ACE. The module outline is as follows:

#### **Leading People to Influence Performance (2 days)**

Key to the successful management of people is the requirement to understand what makes successful managers and leaders. This module enhances understanding of these essentials and develops influencing, performance management and coaching skills which will benefit both the participants and their sponsoring organisations.

#### **Financial Management (2 days)**

This module will familiarise participants with the language and role of financial management within organisations. Technical knowledge and skills will be developed to interpret and analyse financial statements to enable effective participation in commercial financial management.

#### **Business Ethics and Project Planning (2 days)**

The essentials of planning and implementing a construction project are covered in this module, together with an appreciation of the role of ethics and the responsibilities of business in the wider society.

#### **Marketing (2 days)**

Participants will develop their understanding of marketing and how it applies in a consultancy practice. They will be able to explain market segmentation, targeting and positioning, customer buyer behaviour and the marketing mix in the context of their own organisation.

#### **Management Information Systems for Construction (Distance Learning)**

Understanding Management Information Systems (MIS) is critical to management and leadership in today's organisations. This module will provide the basic understanding of MIS required in construction organisations. It will allow participants to identify system requirements, assess current and emerging technologies and evaluate the potential for new systems.

#### **Construction Contracts (Distance Learning)**

This module will develop knowledge and understanding of the provisions of standard construction contract forms and the associated administrative procedures. It will enhance participants' awareness of risk, help distinguish between construction contract forms used in the industry, enable evaluation of contract provisions in relation to common law and assist in the identification and use of appropriate legal sources.



**These modules are preceded by an induction module 'Foundations of Management Learning and Leadership'** which will prepare participants fully for their return to learning. It will introduce them to basic concepts of management and leadership, numerical summaries of data and project appraisal. It will reintroduce them to learning in an academic environment, enhance their study skills and begin the process of developing a peer learning network.

Full module outlines may be accessed by visiting our website at [www.lboro.ac.uk/pmdc/ace](http://www.lboro.ac.uk/pmdc/ace)

### Learning Outcomes

At the end of this course you will be able to:-

- demonstrate leadership and management skills to enhance career progression;
- apply a wide range of management techniques and tools to the solution of a wide range of business problems;
- add value to your employer through the application of learning to work-based projects;
- develop people skills which will assist you in both working with and developing others;
- demonstrate knowledge, understanding and skills in leadership and management which parallel your technical expertise;
- continue your learning and development by progressing your leadership and management qualifications to Masters level.

### Progression

Successful Certificate students from Aston and Durham may join Loughborough's students to progress to Diploma and Masters awards at Loughborough University.

The two-day Diploma modules are as follows:

- Strategic Marketing Management & Business Development;
- Leading the Team;
- Advanced Management Information Systems for Construction;
- Advanced Financial Management;
- People Management and Personnel Issues.

Plus one option from the four available below:

- Strategic Issues in Project Management;
- Problem Solving and Decision Making;
- Project Estimating and Planning (distance learning);
- Occupational Health and Safety Management.

On successful completion of the Diploma you may progress to an MSc or MBA.





## Where is the course held?

The PMDC is based within the Business School on Loughborough University's campus, one of the largest campuses in Europe; a spacious, resource-rich property of more than 400 acres. At the centre of an excellent transport network, the University is in the heart of the UK, just outside the market town of Loughborough. Within easy reach of the M1 (Junction 23), East Midlands Airport and excellent inter-city rail links, we can be reached from London in just one and a half hours. The facilities within the PMDC are first class, and the sports facilities are outstanding, as befits our international reputation for sporting excellence. Most of our sporting facilities are available to any student who wishes to use them and the Athletics Union, which looks after sport on campus, seeks to cater for everyone at all levels, and has clubs for a very wide variety of sports and fitness activities, including football, rugby, hockey, cricket, swimming, cheerleading, martial arts, badminton and netball.

## What will it cost?

The fee for the ACE Leadership Certificate in partnership with Loughborough University Business School is £4,450. This includes all teaching and teaching materials, but not books. All refreshments are included for the teaching days, including lunch. Accommodation is extra.

Your fee also includes full membership of Loughborough University. That means you will receive a card which allows you to use the library, sports facilities and student union. This membership allows you to join other academic libraries near to where you live and qualifies you as a student member of the Chartered Management Institute ([www.managers.org.uk](http://www.managers.org.uk)).

Assessment, of course, is also included and, at the end of your programme, you will be invited to graduation.

## What about accommodation?

First-class accommodation is available at Burleigh Court ([www.welcometoimago.com](http://www.welcometoimago.com)), the University's on-campus four-star hotel and spa, as well as a number of local hotels. We can book this for you. Business School students and our corporate delegates alike benefit from the full range of superb University facilities and amenities, including the resource-rich Pilkington Library, and state-of-the-art sports and fitness facilities such as the Dan Maskell Tennis Centre, various indoor and outdoor athletics tracks and our Olympic-size swimming pool.

## Want to know more?

Please speak to:

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