



ASAS TRAINING INSTITUTE
TRAINING THAT TRANSFORMS

CMI LEVEL 5 IN
MANAGEMENT AND LEADERSHIP



Take Your Management and Leadership
skills to the next level



Introduction

Asas Training is an expanding division of the Khalifa Algosaibi Investment Co, J.S.C. (formerly Khalifa A. Algosaibi Holding Company), comprises of two training centres, Asas Training Institute (ASAS) located in Saudi Arabia. Asas Training Institute is the Saudi based training company within Algosaibi Investments. Operating for more than 10 years.

Why us

We display the combined strengths of a specific knowledge of the Arabian Gulf professional world, thanks to Algosaiibi Family, and the international unique experience of accredited certification entities like City & Guilds, The Institute of Leadership and Management (ILM), Chartered Management Institute (CMI), Chartered Institute of Personnel and Development (CIPD), NEBOSH and IOSH: the world leaders in issuing qualifications, technical and vocational training, with thousands of courses provided every year. The diversified courses we offer and our specific professional experience of our management and training team, based in Dammam and Bahrain, make us an operational and strategic partner for everything a company or organization may need in terms of training, from training itself to advising and consultancy activities, both in the field and digitally. With our internationally certified conformity to the highest global training standards we work side by side with companies, making human resources more competent and the workplace safer. This in turn will provide increased productivity, ensuring loyal employees and minimizing staff turn-over. A safer working environment will also mean less workplace accidents and fines.



CMI LEVEL 5 QUALIFICATIONS IN MANAGEMENT AND LEADERSHIP

These qualifications are aimed at practising or aspiring managers and leaders who are typically accountable to a senior manager or business owner. The primary role of a practising or aspiring manager and leader is to lead and manage individuals and teams to deliver aims and objectives in line with organisational strategy. Role and responsibilities may also include but are not limited to developing teams and individuals, creating operational plans, planning and managing projects, managing change, managing finance, resources and identifying new approaches to business activities, managing quality and continuous improvement as well as managing the human resources function. The qualifications have been designed for practising or aspiring managers in roles such as:

- Operations Manager
- Divisional Manager
- Departmental Manager
- Regional Manager
- Specialist Manager



QUALIFICATION STRUCTURE

The qualification structure and organisation of units for these qualifications have been informed by CMI 21st Century Leaders 1, and has two key themes:

- Foundations for Excellence
- Developing Capabilities, Delivering Results, Driving Best Practice

The qualification structure has been designed to support Learners to select combinations of units to address own development needs and interests. The units developed for each theme will also enable organisations to tailor the CMI Award/Certificate/Diploma to address specific organisational development needs.



Theme: Foundations for Excellence

Two units have been developed for this theme. These units focus on the foundations for management and leadership practice.

- 501** Principles of Management and Leadership in an Organisational Context
- 526** Principles of Leadership Practices



Theme: Developing Capabilities, Delivering Results, Driving Best Practice

This theme is split into 3 topic areas:

● Topic 1: Interpersonal Excellence – Managing People and Developing Relationships
Managing people on a day to day basis is the focus of this topic.

502

Principles of Developing, Managing and Leading Individuals and Teams to Achieve Success

503

Principles of Managing and Leading Individuals and Teams To Achieve Success

504

Managing Performance

505

Forming Successful Teams



Theme: Developing Capabilities, Delivering Results, Driving Best Practice

This theme is split into 3 topic areas:

● Topic 2: Organisational Performance – Delivering Results This section focuses on the skills, knowledge and competencies which are required by managers in a variety of roles.

506	Managing Equality, Diversity and Inclusion
507	Principles of Delivering Coaching and Mentoring
508	Principles of Delivering a Skilled and Talented Workforce
509	Managing Stakeholder Relationships
510	Managing Conflict

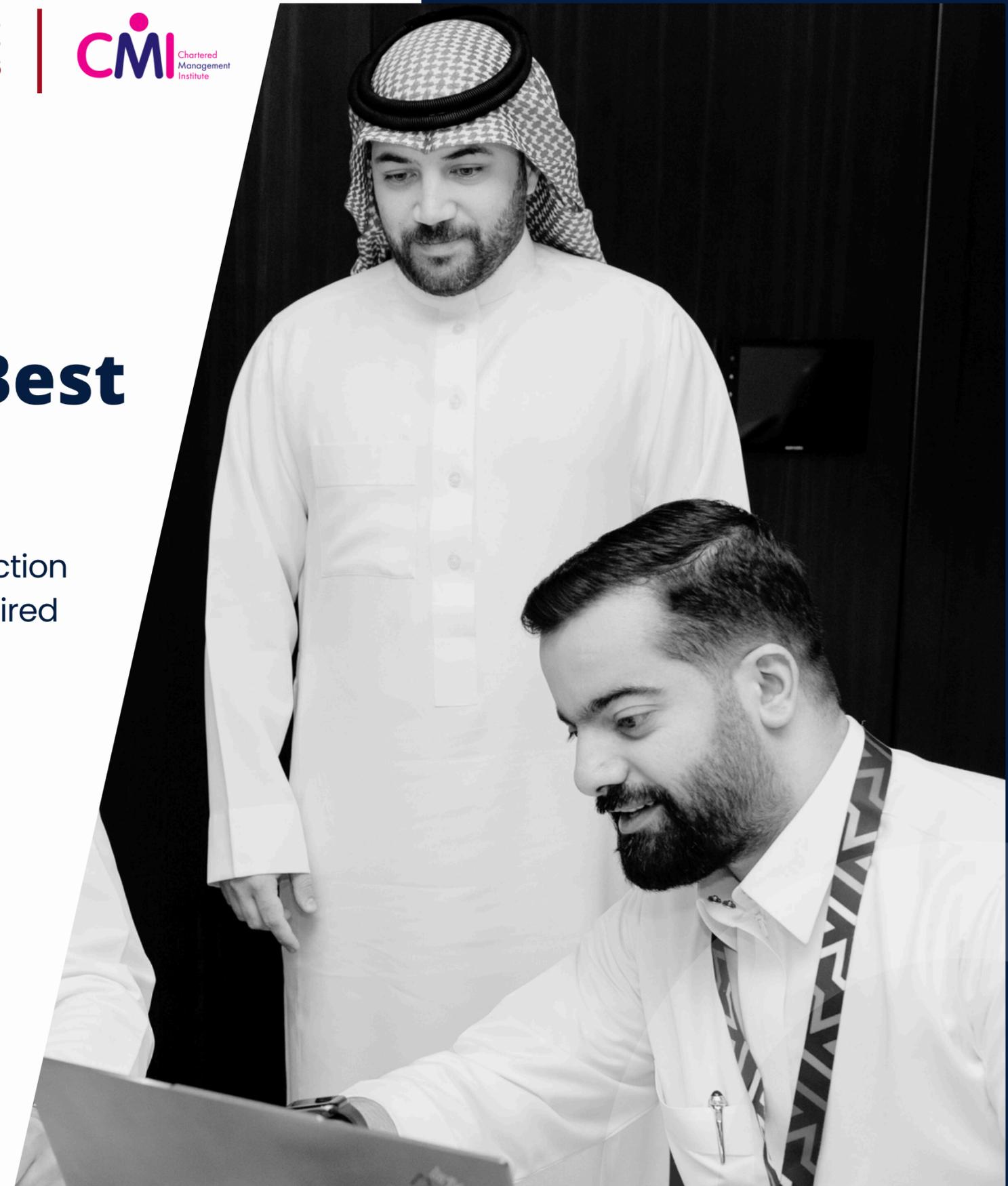


Theme: Developing Capabilities, Delivering Results, Driving Best Practice

This theme is split into 3 topic areas:

● Topic 2: Organisational Performance – Delivering Results This section focuses on the skills, knowledge and competencies which are required by managers in a variety of roles.

- 511** Principles of Recruiting, Selecting and Retaining Talent
- 512** Workforce Planning
- 513** Managing Projects to Achieve Results
- 514** Managing Change
- 515** Creating and Delivering Operational Plans



Theme: Developing Capabilities, Delivering Results, Driving Best Practice

This theme is split into 3 topic areas:

● Topic 2: Organisational Performance – Delivering Results This section focuses on the skills, knowledge and competencies which are required by managers in a variety of roles.

516	Planning, Procuring and Managing Resources
517	Principles of Innovation
518	Managing Risk
519	Managing Quality and Continuous Improvement
520	Managing Finance



Theme: Developing Capabilities, Delivering Results, Driving Best Practice

This theme is split into 3 topic areas:

● Topic 2: Organisational Performance – Delivering Results This section focuses on the skills, knowledge and competencies which are required by managers in a variety of roles.

- 521** **Using Data and Information for Decision Making**
- 522** **Managing the Customer Experience**
- 523** **Principles of Marketing Products and Services**
- 524** **Conducting a Management Project**
- 608** **Strategic Corporate Responsibility and Sustainability**



Theme: Developing Capabilities, Delivering Results, Driving Best Practice

This theme is split into 3 topic areas:

- Topic 3: Personal Effectiveness – Managing Self

525

Using Reflective Practice to Inform Personal and Professional Development





Admission Criteria

All Levels

01

Prospective candidates whose first language is not English must demonstrate a high standard of both spoken and written English to register onto a CMI awarded or approved qualification. Acceptable assessment tools of assessing the English Language ability of prospective candidates are detailed below. All assessments must have been taken within the last two years.

02

Written entrance examination

Candidates have to undertake a written entrance examination in English that contains essay type questions on topics related to Human Resources Management/ Development. The objective of this examination is to test the English language writing skills of the candidates, and also to examine their knowledge in the Human Resources Management/ Development area.

03

Diagnostic interview

Candidates who are successful in the written examination will be interviewed by a panel comprising CMI programme manager and faculty members. The purpose of the interview is to validate the candidates' knowledge base and assess their willingness to learn and commit to the requirements of the CMI programmes.

Admission Criteria

Award Level

- International English Language Testing System (IELTS score of 5.5 overall with a minimum of 5.5 in each category, or
- Test of English as a Foreign Language (TOEFL) internet based test score of 71 overall with a minimum of 17 in each category, or
- Pearsons Test of English score of 50 overall with a minimum of 50 in each category, or
- Cambridge proficiency or advanced tests Grade C or above or equivalent

Certificate Level

- International English Language Testing System (IELTS score of 6.0 overall with a minimum of 5.5 in each category, or Test of English as a Foreign Language (TOEFL) internet based test score of 79 overall with a minimum of 17 in each category, or
- Pearsons Test of English score of 54 overall with a minimum of 51 in each category, or
- Cambridge proficiency or advanced tests Grade C or above or equivalent.

Diploma Level

- International English Language Testing System (IELTS score of 6.0 overall with a minimum of 5.5 in each category, or
- Test of English as a Foreign Language (TOEFL) internet based test score of 79 overall with a minimum of 17 in each category, or
- Pearsons Test of English score of 54 overall with a minimum of 51 in each category, or
- Cambridge proficiency or advanced tests Grade C or above or equivalent.

Some of our Valued Customers



For further information on prices and registration for courses, please contact us on:

Kingdom of Saudi Arabia Building No. 34718, King Khalid Road Al Khuzama Dist., Al Khobar

Land Line: +966 13 817 3090

WhatsApp: +966 53 498 0004

info@asas-training.com

<https://asas-training.com>

THANK YOU!