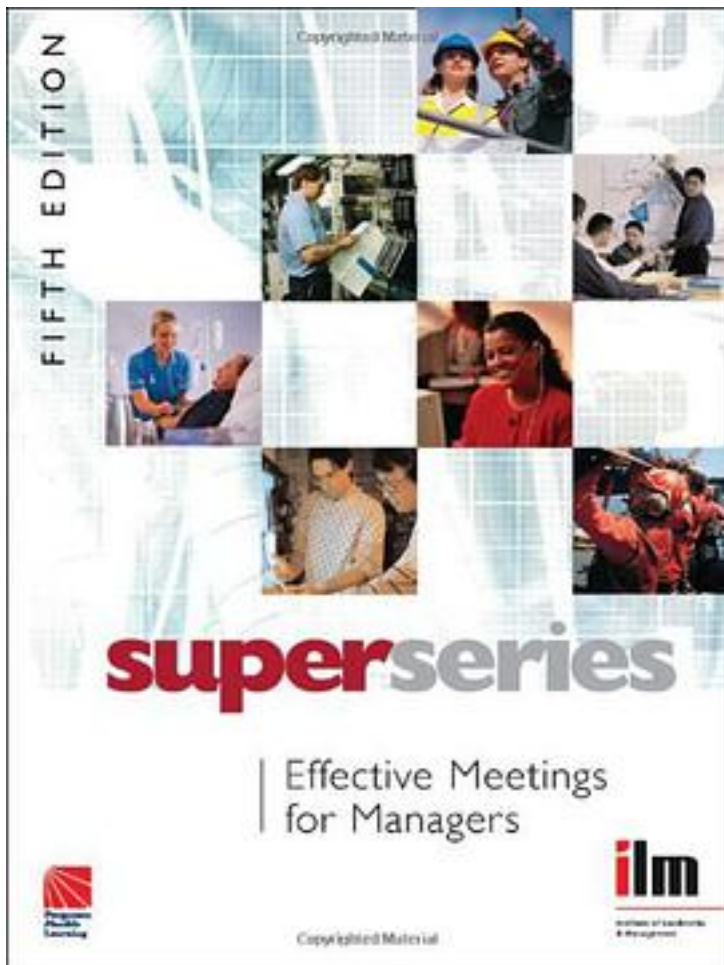


Effective Meetings for Managers



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"Super" series are a set of workbooks to accompany the flexible learning programme specifically designed and developed by the Institute of Leadership & Management

(ILM) to support their Level 3 Certificate in First Line Management. The learning content is also closely aligned to the Level 3 S/NVQ in Management. The series consists of 35 workbooks. Each book will map on to a course unit (35 books/units). The content is well regarded. It is not only popular with those training with the ILM but can also be used for independent study. The content of each workbook now maps to single course unit, resulting in a more user-friendly format.

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