



# Institute of Leadership and Management (ILM)

## International Management Award

### Suggested reading and resources

Certificate  
2001 onwards

**For teachers** - if you are already teaching on City & Guilds International Vocational Qualifications programmes at diploma or advanced diploma levels then you are probably already including some management theory as part of your course and using information from a variety of sources. You can use these sources for the background theory needed for the International Management Award.

The list of books below are the kinds of books that we found on a website that cover supervisory management. The first book listed is specifically recommended by ILM as being suitable background reading for the International Management Award. Remember that in many of these books references to law, particularly will be UK specific. You will need to collect information about local laws to use as illustrations in your teaching programme. Remember that candidates will not be tested in UK-specific subjects. You can find the books listed on the internet at [www.waterstones.co.uk](http://www.waterstones.co.uk); then key 'supervisory management' into the quick search.

<b>Title/Publisher</b>	<b>Author</b>	<b>ISBN</b>
Supervisory Management – Principles and Practice (5 <sup>th</sup> edition) Cassell	David Evans	0 304 706 116
Supervisory Management	Peter Betts	0 582 418 771
Managing Activities (A competence approach to supervisory management) - In Charge	Roger Cartwright and Michael Collins	0 631 209 263
Managing Resources and Information (A competence approach to supervisory management) - In Charge	Roger Cartwright and Michael Collins	0 631 209 247
Managing People (A competence approach to supervisory management) - In Charge	Roger Cartwright and Michael Collins	0 631 209 239
Introducing Management	Bob Johnson	0 750 643 854

The following additional resources are also recommended by ILM. They have been specifically prepared for ILM and are available through

Pergamon Flexible Learning  
 Linacre House  
 Jordan Hill  
 Oxford OX2 8DP  
 UK  
 Tel: +44 1865 888190  
 Fax: +44 1865 314290

You can visit their website at: [www.bh.com/management](http://www.bh.com/management)

<b>Title/Publisher</b>	<b>Author</b>	<b>ISBN</b>
Super Series 3 Workbooks Managing People Managing Activities Managing Information Managing Resources Pergamon Open Learning	Various	07 506 3362X (Complete series)  07 506 52969 (Complete series with CD)
Super Series 3e CD (Based on ten most popular workbook titles – suitable for e-learning)	Various	07 506 52381

### **For students**

If you are students preparing for this award by self-study, you are strongly recommended to buy the first book on the list of suggested reading. This book provides suitable reading and self-study exercises to help you to prepare for the International Management Award. Remember, however, that although you can prepare for this award by self-study, you must enter for the examination through an approved City & Guilds or Pitman Qualifications examination centre.