

Digital Leadership & Management

With PRINCE2® Foundation



Your Course at a glance

Digital Leadership & Management

Digital Leadership and Management is designed to help you lead teams and projects effectively in a rapidly evolving digital landscape.

Whether you're stepping into a leadership role or strengthening your strategic capabilities, this course equips you with the tools to manage change, drive innovation, and support high-performing teams. You'll gain practical, workplace-ready skills that align with the demands of modern leadership in digital-first environments.

Who is this course for?

- ✓ Aspiring leaders ready to take the next step
- ✓ Managers leading through digital change
- ✓ Returners looking to rebuild confidence in a modern workplace
- ✓ Professionals seeking structured leadership training



Course Overview



Duration:
16 Weeks - Part Time



Format:
Live tutor-led classes



Qualification:
Certificate of Completion



Funding:
Fully Funded by the WMCA



Welcome to iMeta

Finding The Talent In You

iMeta Training was founded in 2023 in Birmingham with a simple mission: create accessible, high-quality training opportunities for everyone, no matter your starting point.

Our small team of tutors, learner support staff, employment and recruitment officers and operations experts have decades of experience in adult education. We recognise and remove the barriers that many adults face in the West Midlands, from financial hardship to childcare difficulties, to managing neurodivergence and addressing confidence and self-esteem.

We deliberately provide opportunities to train in fast-growing sectors, ensuring that learners have clear pathways for progressing their careers and education after they complete their course. 8 out of 10 of our learners move onto new jobs in their chosen field, secure a promotion, or continue into further education at university or through an apprenticeship.

Every part of the iMeta learning journey is designed so no learner is left behind. We find the talent in you.



What We Stand For

We're here to make learning more accessible, more relevant, and a whole lot more human. These are the values that guide everything we do.

Making Learning More Enjoyable

Training should feel motivating. We design our courses to be practical, engaging, and focused on real-life outcomes, so you actually enjoy learning and want to keep going.

Staying on the Pulse of Business Technology

We keep up with the latest tools, trends, and tech so our learners stay ahead of the curve. From digital skills to industry-specific know-how, we've got it covered.

Keeping Brum in Business

We're proud to be based in Birmingham and even prouder to support local people and businesses. Whether you're in Brum or beyond, we're here to help you grow and thrive.

Encouraging Personal and Professional Growth

We go beyond teaching technical skills by fostering soft skills like critical thinking, collaboration, and problem-solving. We want our graduates to be confident and capable of taking ownership of their careers in technology.

Learner Support

At iMeta Training, we are committed to providing tailored support for learners with Learning Difficulties and/or Disabilities (LLDD) to ensure their success throughout their learning journey.



Initial Outreach

At the start of each course, our Tutors and Progressions Officers proactively engage with learners who may have learning difficulties or disabilities. This outreach aims to assess the specific support they may require to thrive during their time with us.

Personalised Support Plans

Once a learner's needs are identified, we create a personalised support plan. This is documented in our LLDD Support Forms, completed by both Tutors and Progressions Officers. The plan may include adjustments such as additional learning resources, modified assessments, or specialised learning tools to accommodate individual needs.

Tracking & Accessibility

Each learner's support plan is uploaded to their Personal Information and Curriculum (PICs) file, ensuring it is easily accessible to all relevant staff. This guarantees that the learner's support is consistently tracked and updated as necessary.

Regular Check-ins

To ensure the support remains effective, we hold fortnightly LLDD Support Meetings. These meetings allow us to regularly review each learner's progress, address any new challenges, and make adjustments to their support plan as needed.

Weekly Review Meetings

Our team—including Tutors, Admin, and Progressions Officers—meets weekly to review learner progress, discuss ongoing LLDD support, safeguarding, and any other learner-related needs. These meetings ensure that no learner's needs go unnoticed and that all learners receive the support required to succeed.

Career Advice and Guidance

As part of our commitment to your success, iMeta Training offers a high-quality, impartial, relevant, and confidential Careers Education, Information, Advice, and Guidance service. Once enrolled you will be assigned a dedicated progressions officer who will support you in:

- ✓ CV guidance and support
- ✓ Interview preparation
- ✓ Planning and organisation
- ✓ Job search tips and techniques
- ✓ Career pathway planning and support
- ✓ Motivation and confidence building sessions



Online Learning & Support Materials

You'll be able to access all your online learning materials and support resources for this course through a Microsoft Teams account. We'll set you up with your own Teams account when your course starts, giving you easy access to everything you need to succeed. This includes things like:

- ✓ **Coursework and learning materials:** Essential materials like assignments, lectures, presentations, and helpful guides will be readily available within your Teams account.
- ✓ **Online discussions and forums:** Connect and collaborate with your fellow students and course instructors through online discussions and forums hosted within Teams.
- ✓ **Announcements and updates:** Stay informed about important course updates, deadlines, and announcements directly through your Teams account.

Level 4 - Digital Leadership & Management - Part Time



Empowering the West Midlands

iMeta Training is proud to partner with the West Midlands Combined Authority (WMCA) to provide transformative IT education to learners across the region. Through WMCA's funding and support, we are able to offer accessible, industry-focused training programs that empower individuals to upskill and secure rewarding careers in the tech sector.

This collaboration allows us to remove financial barriers for learners, particularly those from underrepresented communities, and ensures that they have access to the skills and opportunities needed to thrive in the ever-evolving digital economy. Together with the WMCA, we are committed to closing the digital skills gap, fostering a diverse workforce, and driving economic growth in the West Midlands.



West Midlands
Combined Authority

Technical Requirements

To fully participate in the iMeta training course and benefit from all its features, learners must meet the following technical requirements:

Hardware Requirements

Device:

A Windows laptop or desktop is essential.

Tablets, phones, and Chromebooks are not supported.

Operating System:

Windows 10 or later (64-bit recommended).

Mac users may participate only if they have Windows installed via Parallels.

RAM:

Minimum: 8 GB

Recommended: 16 GB or more (for optimal performance)

Processor:

Minimum: Intel Core i5

Recommended: Intel Core i7 or better

Storage:

Minimum: 256 GB free disk space

Recommended: 1 TB total storage

Software Requirements

All software applications used in the course require Windows:

Microsoft Excel

(Mac version has limited functionality for data analysis tasks)

Python

SQL Server Management Studio (SSMS)

(MySQL may be used, but it is more complex to work with)

Power BI

This application is Windows-only and essential for training.

Apple Users

Mac users must ensure they can run Windows applications.

Options include:

Installing Windows Parallels to emulate a Windows environment

Preferably using a Windows laptop or desktop to avoid compatibility issues and additional costs

Additional Equipment

Extra Monitor (Recommended)

Having a second screen (e.g. a monitor or TV) is highly encouraged for better multitasking during live training—one screen for viewing lessons, another for hands-on coding.

Weeks 1 - 4

Foundations of PRINCE2 and Ethical Leadership

- ✓ Introduction to PRINCE2 and Digital Leadership Foundations
- ✓ The 7 Principles of PRINCE2 and Ethical Leadership
- ✓ The 7 Practices of PRINCE2 and Strategic Thinking
- ✓ The 7 Processes of PRINCE2 and Workflow Design

Weeks 5 - 8

Project Initiation, Direction, and Team Leadership

- ✓ PRINCE2 Starting Up a Project (SU) and Team Readiness
- ✓ PRINCE2 Initiating a Project (IP) and Stakeholder Focus
- ✓ PRINCE2 Directing a Project (DP) and Governance Structures
- ✓ PRINCE2 Controlling a Stage (CS), Team Wellbeing in Leadership

Weeks 9 - 12

Delivery, Closure, and Practical Application

- ✓ Prince2 Managing Product Delivery (MP) and Leadership in Action
- ✓ Prince2 Managing Stage Boundaries (SB) and Strategic Planning
- ✓ Prince2 Closing a Project (CP) and Leadership Legacy
- ✓ Project Creation and Delivery (Practical Week)

Weeks 13 - 16

Advanced Application and Exam Readiness

- ✓ Prince2 The People Element and Coaching for Growth
- ✓ Tailoring PRINCE2 and Leading Innovation
- ✓ Prince2 Roles, Risk, and Digital Responsibility – Applying Prince2
- ✓ Looking Ahead - Prince 2 Mocks and Independent Prince2 Exam Booking

Frequently Asked Questions

Who is this course best for?

This course is ideal for professionals who are preparing for leadership roles or want to strengthen their ability to lead teams, manage change, and deliver results in digital environments. It's suited to both emerging leaders and experienced managers looking to adapt to today's fast-paced, tech-driven world.

Is the course fully funded by the government?

Yes, for eligible learners, the course is fully funded, meaning there are no tuition fees and no need for student loans.

What roles can I apply for afterward?

After completing the course, you'll be well-positioned for roles such as:

- Team Leader
- Project Manager
- Operations Manager
- Digital Transformation Lead
- Product Manager
- Department Head

The skills gained can also enhance performance in your current leadership role or support progression to more senior positions.

How relevant is leadership in a digital-first economy?

Leadership is more critical than ever. As digital tools and technologies reshape how businesses operate, leaders must be equipped to guide teams through change, adopt new solutions effectively, and maintain a people-first approach. Strong digital leadership is essential for staying competitive and resilient.

Will I need technical skills to join?

No technical background is required. This course focuses on leadership, strategy, and change management in digital settings .not coding or IT-specific tasks. It's designed for professionals from any industry or function.

What support will I receive after the course?

After the course, you'll have access to career support, including CV guidance, interview preparation, and job search advice. You'll also gain a clear understanding of your progression options, whether that's moving into a new role, applying your skills within your current organisation, or continuing with further leadership development.

Let's Get You Enrolled!

You're just one step away from starting your journey with us! To get enrolled or to ask any questions, reach out to iMeta. We are here to guide you through the process and make sure everything runs smoothly. You can reach to us by phone or email - we're excited to help you take this next step!



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