



Introduction to Management Diploma

Designed for: Those new to management or team leadership, or who are aspiring to this type of role

Objectives: To equip you for the role of manager or team leader

Course Content

Core Subjects

- **Introduction to Business Structure and Law** - Learn about why different types of business exist, terms relating to business, AGMs and EGMs, roles and responsibilities of shareholders, directors and company secretary
- **Understanding Business Accounts** – will help you understand how to read and interpret business accounts
- **Microsoft Excel** – Learn spreadsheet skills to a good business standard. This will enable you to create spreadsheets, enter data, formulas and functions, create charts and more.
- **Microsoft PowerPoint** – Gain competency in creating slide presentations. Areas covered include formatting, inserting tables, pictures, sound, hyperlinks, and applying transition and timing effects to a slide show.
- **Microsoft Word** – Learn word processing skills to a good business standard. Or **Microsoft Word Expert** - Advanced word processing skills including mail merge, graphs, macros, indexes, table of contents and more.
- **Microsoft Outlook** – Learn how to share, manage and schedule information electronically.
- **Time Management** – Discover the techniques for getting more done in less time.
- **Personalities, Profiles and Plans** – Gain insights into how team members respond and examine various learning styles. Discover methods for creating achievable goals.
- **Communications in an Organisation** – The ability to communicate effectively is a vital part of anyone's career toolbox. Key areas include: understanding what gets in the way of effective communication; different types of information; finding and using the right information.
- **Different Leadership Attributes and Skills** – Examine different styles of leadership topics and find out what type of leader you are. Explore emotional intelligence and how it can help you in the workplace

Recommended Electives – choose TWO:

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| • Office Fast (Modules 1-3) | • Get Into HR |
| • Office Fast (Modules 4-6) | • Get Into PR |
| • Get into Marketing | • Principles, Standards and Conventions of Accounting |
| • Go - Make A Difference or Go Get That Job! | • Sage 50 Accounts |
| • Microsoft Excel Expert | • Book-keeping Level 2 Module 1 |
| • Managing Internal and External workplace communications | • Marketing Mix |
| • Interpersonal Communications | • Marketing Principles and Practices |
| | • Team Development |

The above are recommended electives for this Diploma. Alternative subjects may be chosen. Please discuss the options with your Course Advisor.

Benefits

- Equip you to start a new career.
- The flexibility and value of a self-study course designed to enable you to work at your own pace.
- Personalised workbooks to use as a reference guide on completion of your training.
- The opportunity to gain a Pitman Training Diploma that is recognised nationally and internationally by employers.

Guideline Learning Time: 5 weeks full-time* (150 hours flexi study)

**based on 20-30 hours a week*