

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

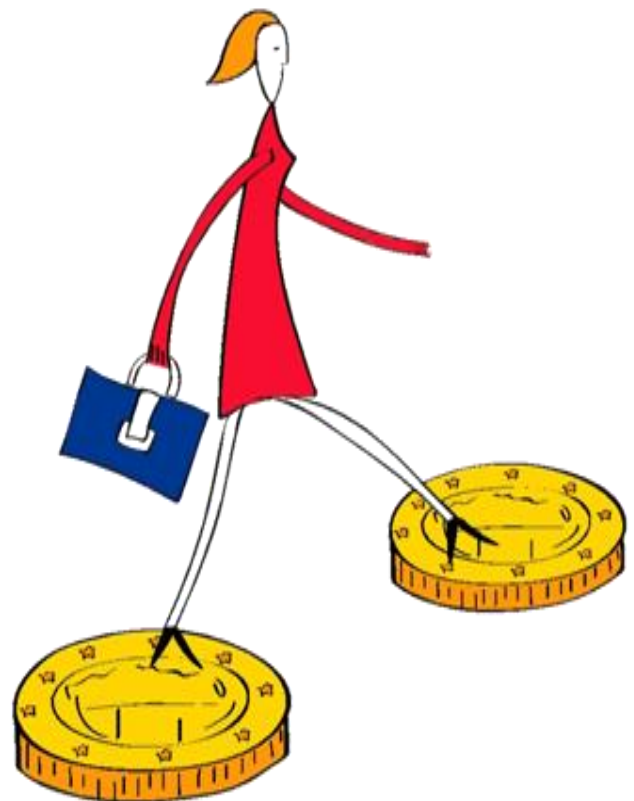
Core Subjects

- **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.
- **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:

- Get Into HR
- Get Into PR
- Microsoft Excel Expert

These are recommended electives for this diploma. Alternative courses may be chosen. Please discuss options with your course advisor.



This information is provided as a quick guide only - for full information, a FREE one to one consultation and Free demo contact 020 7792 5214 for Notting Hill, 020 7025 4700 for Holborn, 0161 923 6814 for Manchester or visit us at www.holborntesting.co.uk