

# Introduction to Management Diploma



## Course Content

Introduction to Management is specially designed for newly promoted managers, team leaders, those looking for promotion or individuals wanting to broaden their opportunities. The diploma offers an overview of business structures and finance, as well as detail on core principles. It will help you become confident in understanding the real function and nature of management.

## 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:

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

**Guideline Learning Time: 5 weeks full-time\*** (150 hours flexi *\*based on 20-30 hours a week*)