

Certificate in Management

This programme concentrates on the practical application of management principles to develop the capabilities of supervisors and first line managers.

About you

- You are a supervisor or first line manager responsible for maintaining and developing the effectiveness and efficiency of your team/department.
- You want to learn how best to motivate and develop the people who work in your team, foster effective communication and develop a sense of team/corporate identity.

“My colleagues have noticed a definite change in the management styles of those of us who have been on this programme. The way that we deal with our staff, both verbally and in writing, has improved vastly - which in turn has led to less misunderstanding at all levels.”

By studying for the Certificate in Management you will:

- Develop personal management capabilities.
- Learn the principles and practices of people management and operational management.
- Develop a basic appreciation of resource control and use.
- Learn to make effective use of information in the decision-making process.

What will you learn?

To achieve the Certificate in Management, you will need to successfully complete five core units and three optional units, as detailed below.

ENTRY REQUIREMENTS

- Qualifications or experience equivalent to CMI Certificate in Team Leading

Duration: 32 weeks

Your prospects

On successful completion of the CMI Certificate in Management you may wish to progress to the Diploma in Management, which will enable you to develop your operational management skills and further enhance your career opportunities. You could also enhance your professional status by becoming an Associate member of the Chartered Management Institute and use the letters ACMI after your name.

To find out more about the CMI please visit their website:

www.managers.org.uk

Five core units

- Developing yourself in a management role:
Develop your own skills and learn how to create effective working relationships to meet organisational objectives.
- Making effective use of resources:
How to manage resources to enable you and your team to operate effectively.
- Planning to meet customer requirements:
How to plan, organise and monitor work in order to meet customer needs and generate continuous performance improvement.
- Managing information and communication:
How to manage information efficiently and communicate effectively.
- Developing people and planning work:
How to lead and develop your team.

Three optional units from a choice of 5

- Developing yourself in a management role:
Develop your own skills and learn how to create effective working relationships to meet organisational objectives.
- Staffing and selection:
The recruitment and selection process and your role within it.
- Contributing to quality management:
How to introduce basic quality management processes in your area of work.
- Improving team performance:
How to recognise and respond effectively to performance issues in your team.
- Developing communication:
How to communicate and use meetings effectively.
- Managing in a small business environment:
The factors affecting management in a small business.

Note: The choice of optional modules available is at the discretion of The IBS and may change from year to year.