

Diploma in Management

This programme concentrates on the practical application of management principles to develop the skills and capabilities of middle managers.

About you

You are working in a middle management role and wish to acquire the knowledge and skills necessary for you to competently and confidently undertake your current role and to progress in your career to a more senior management position.

By studying for the Diploma in Management you will:

Learn the core management skills of:

- Personal development
- Managing resources
- Understanding the impact of the market in meeting customer and quality requirements
- Information management
- Performance management

What will you learn?

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

"It was great to be on a course with people from varied backgrounds and career orientations - which ensured challenging and meaningful class participation and debates. Some lecturers were also drawn from actual working environments which added practical value to the theory that we were learning."

ENTRY REQUIREMENTS

- Qualifications or experience equivalent to CMI Certificate in Management

Duration: 28 weeks

Your prospects

On successful completion of the CMI Diploma in Management you may wish to progress to the Executive Diploma in Management, which will enable you to further develop your operational management skills and enhance your career opportunities. You can also enhance your professional status by becoming a Member (MCMI) or Associate Member (ACMI) of the Chartered Management Institute and start working towards 'Chartered Manager' status.

To find out more about the CMI, and becoming a Chartered Manager, please visit their website:

www.managers.org.uk

Five core units

- Developing your management style:
How to manage your own skills and development to meet performance objectives and how to develop effective working relationships.
- Managing financial and non-financial resources:
The principles, methods and techniques for managing physical, financial and human resources.
- Planning to meet customer and quality requirements:
How to create customer focus and plan to meet customers' needs and quality requirements.
- Effective communication and information management:
Learn how to develop the effective use of information, knowledge and communication.
- Managing performance:
How to manage yourself and your team in order to meet performance objectives.

Three optional units from a choice of 5

- Recruitment and selection:
How to identify the personnel requirements of your team and take a leading role in the recruitment and selection process.
- Developing personnel and personnel performance:
How to plan to meet the human resource requirements of your organisation and how to identify development needs.
- Effective financial management:
How to manage financial resources and contribute to resource planning and business performance reviews.
- Managing marketing activities:
How to identify and meet stakeholder needs, including the role of e-commerce.
- Principles of project management:
Develop an understanding of the core principles of project management.

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