
MANAGEMENT TRAINING

This program is designed to help students understand the complex and dynamic nature of the organizational world, as well as to develop their capacity to act in such a world. Access to the Business Management Program is open to everyone and students may begin the program at any time. This course is provided in online classroom, with on-to-one faculty mentoring.

This qualification program offers the:

1. Certificate in Business Management

To receive the certificate in Business Management program, a student must complete the curriculum shown below for the applicable option.

BUSINESS MANAGEMENT

AIM

This course is designed for people seeking to understand and apply the principles of managing staff and resources in a variety of businesses. The course is equally suited to the owner of a small business employing a few staff members or a departmental manager in a larger company. It provides a broad but practical understanding of how management techniques can work to your advantage.

OBJECTIVES

Upon completion of this program, candidates should be able to:

- Define the manager's role
- Describe techniques for managing resources effectively
- List the legal requirements of recruiting staff
- Describe techniques for retaining and parting with staff
- Monitor and review staff performance
- Apply good practice in developing staff
- Define equal opportunities legislation requirements
- Apply good practice in disciplining staff
- Understand techniques for managing time effectively
- Use methods of dealing with stress and crises

RELEVANT TEXTS

All relevant texts are available in Student's classroom. When you enter your classroom, you will note links for the course syllabus, assignments, etc. Also there is a link to e-mail your professor/instructor. All course materials are copy written and owned by the professor/instructor.

ADDITIONAL INFORMATION

You have 12 months from the date of purchase to complete your course. However, this course is designed to be completed in 6 weeks time.

STUDY GUIDE

1. EFFECTIVE MANAGEMENT
2. EMPLOYING PEOPLE
3. PERFORMANCE MANAGEMENT
4. TIME STRESS & CRISIS MANAGEMENT

EXAMINATIONS & GRADING

Students should refer to Instructor's messages for weekly writing assignments and discussion questions. End of program 750 – 1050 words paper will be graded as follows:

90-100% = A
80-89% = B
70-79% = C
Below 70% = Fail

ONE TIME ALL INCLUSIVE FEE: € 530