

"Level 2 – Business Management"



Student Profile

This programme is designed for people who wish to gain an understanding of principles and practice of Business Management. No prior knowledge is required.

Objectives

At the end of the course you will 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.

Study Method

The course is designed for independent study at work or at home. Learners receive course manual, assignments and study-guide plus tutor support by mail and email. You can start at any time and plan your studies over a period of up to one year from the time of enrolment.

Assessment

Each element is followed by a written assignment, which is submitted and then marked by your tutor. There is no external examination required.

Course Accreditation

At the end of this course successful learners will receive a level 2 NCFE Award certificate of achievement. That means that it is independently accredited at a level of learning equivalent to level 2 on the National Qualifications Framework (NQF) for England, Wales and Northern Ireland. The course is provided in conjunction with Kendal Publishing Limited - a licensed NCFE centre.

NCFE is recognised as an awarding body by the qualification regulators for England, Wales and Northern Ireland. The regulators are the Office of the Qualifications and Examinations Regulator (Ofqual) in England, the Department for Children, Education, Lifelong Learning and Skills (DCELLS) in Wales and the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland.

Course Duration

Students may register at any time and have a full year to complete their studies. The course will take around 60 hours of study to complete.

Pack/Course Contents

Your study pack is dispatched in full at the time of enrolment and provides all you need to complete your studies:

- Study-guide.
- Comprehensive study notes for each element of the course.
- Self-assessment activities.
- Assignments.
- Tutor support.
- Assignment marking & feedback.
- Certification.

Price and Payment Methods

Please refer to current price list or call for details.

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Course Content

The course is divided up into four modules, as follows:

Module 1: Effective Management

The manager's role
Managing yourself
Managing information
Managing finance

Module 2: Employing People

Recruiting staff
Legal aspects of employment
Keeping staff
Parting with staff

Module 3: Performance Management

Performance Management
Contracts of Employment
Equal Opportunities
Disciplinary Management
Categorising Conduct
Managing Assertiveness

Module 4: Time Stress & Crisis Management

Evaluating your situation
Time balance techniques
Stress
Relaxation
Crises
Time management techniques



Course Provider



Accreditation Body

Training Provider details:

Focus Coaching and Training



☎ 0116 215 5559

✉ enquiry@focuscoaching.org.uk

🌐 www.focuscoaching.org.uk