

"Level 3 – Management Studies"



Student Profile

This programme is designed for people who wish to gain an understanding of management and their business applications. No prior knowledge is required.

Objectives

At the end of the course you will be able to:

- Understand the role and responsibilities of a manager.
- Delegate authority and monitor and appraise the results.
- Effectively manage each stage of a project.
- Understand how to recruit and train new staff.
- Understand the importance of monitoring staff performance and how to coach staff through each performance cycle.
- Effectively manage time and reduce workplace stress.

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 3 NCFE Award certificate of achievement. That means that it is independently accredited at a level of learning equivalent to level 3 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 90 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 eight modules, as follows:

Module 1: Effective Management

- The Manager's Role
- Managing Yourself
- Managing People
- Managing Information
- Managing Finance

Module 2: Project Management

- What is Project Management?
- Initiation of the Project
- Planning of the Project
- Choosing and Motivating the Team Players within the Project
- Monitoring the Project
- Finalising the Project

Module 3: Delegating Responsibility and Authority

- Understanding delegation
- Analysis
- Appointment
- Briefing
- Monitoring and Control
- Appraisal

Module 4: Time, Stress and Crisis Management

- Evaluate
- Time Balance
- Stress
- Relaxation
- Crisis
- Time Management Techniques

Module 5: Employing People

- Recruiting Staff
- How to Interview People
- Keeping Staff
- Parting with Staff
- Legal Aspects of Employment
- Paying People

Module 6: Performance Management

- The Importance of Monitoring and Recording Performance
- Performance Agreement
- Performance Plan
- Monitor and Review
- Performance Review
- Performance Management in Conclusion

Module 7: Coaching and Mentoring

- Understanding Coaching
- Review Progress, Give Feedback and Identify Areas for Improvement
- When to Coach
- Tools of coaching
- A Development Plan
- Provide Support for your Employee
- Review and Learn from the Experience

Module 8: Equality and Diversity

- Introduction
- The Equality Strands
- Discrimination
- Key Legislation
- Adopting and Promoting Good Practice



Course Provider



Accreditation Body

Training Provider details:

Focus Coaching and Training



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🌐 www.focuscoaching.org.uk