

Level 4 Introductory Diploma in Management

Awarded by the Chartered Management Institute

Introduction

The Introductory Diploma in Management is designed for people who are considering a move into a middle management role or those who are new to such a role.

If you want the edge in management or you need to boost your career prospects, the Introductory Diploma in Management is ideal for you.

Most importantly, the course is taught by professional business managers, for professional and aspiring business managers.

Course Outline

The course covers the following key areas:

- Developing your Management Style
- Managing Information and Communicating
- Focusing on Customers and Core Marketing Principles
- Planning and Managing Resources
- Recruiting and Selecting Staff
- Maintaining and Improving Health, Safety and Quality
- Working with Others

There are no specific entry requirements for this course.

The course is delivered on a flexible learning basis and runs throughout the year. There are also a series of optional tutorials available as either 2 one day workshops or as 4 evening workshops.

Individuals who successfully complete this course, can progress to the Level 4 Diploma in Management.

Costs

The Introductory Diploma in Management costs £245 for the course, including all tuition, course materials and the Chartered Management Institute Registration and Examination fees.

Discounts of up to £45 are also available for students, the unemployed and those on low incomes.

Course Bookings

To book your place on the course, or even just to find out more information, give us a call or email us at the following:

Course Enquiries
Enterprising Scotland
The Melting Pot
5 Rose Street
Edinburgh
EH2 2PR
Tel: 0845 643 6271

Email: info@enterprisingscotland.co.uk



Enterprising Scotland