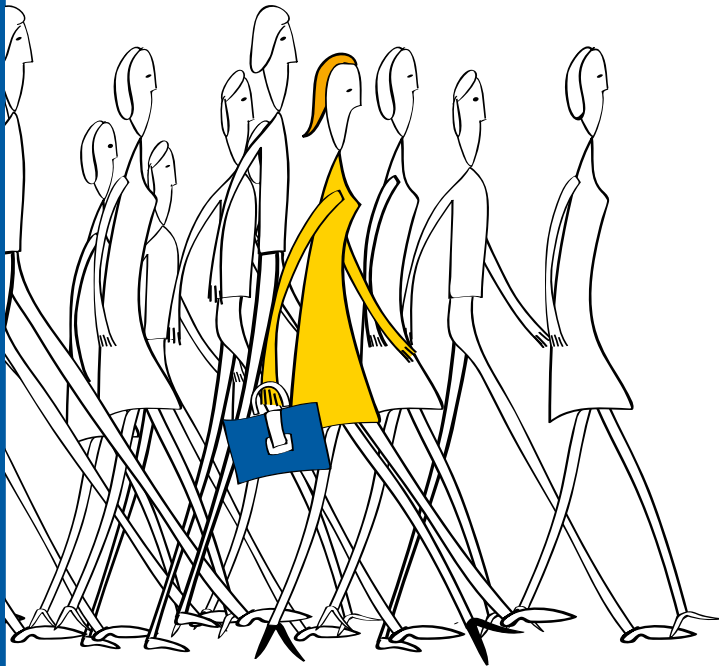


Management Diploma

Take your managerial skills
to the next level



Be an inspiring manager or team leader

To be a great manager, you need to be able to motivate and inspire your team whilst juggling the complexities of helping to run a business and interpret complex financial information. So if you've been newly promoted into a managerial or team leader role, or you're looking to take your career to the next level, our Management Diploma will give you the skills needed to be highly effective. You'll have a great understanding of how to get the most out of your team, alongside learning everything you need to know to flourish in your role and drive your organisation forward.

The skills you need to be an effective manager or team leader

The Management Diploma is one of a range of diplomas developed for the sole purpose of equipping newly appointed managers and team leaders with the essential skills they'll need to manage a team. It's also the ideal diploma if you want to take the next step up and prove you have the skills to succeed. You'll learn how a business works, gain essential accounts understanding, advanced IT skills, time management, leadership attributes and good communication in an organisation. What's more, to complement your diploma, you'll also have the option to add two elective courses, including Sage 50 Accounts, Marketing Principles and Practices, HR, PR and Microsoft Excel Expert to name just a few.

What will you get in return?

A Pitman Training Diploma is one of the most prestigious courses you can complete from one of the most highly regarded training organisations across the world. Businesses throughout the UK recognise the Pitman Training name as a sign that you have been trained to the very highest level. So with your Management Diploma, you'll have world-class skills to be a highly valued and well paid manager or team leader.



"I wanted to take the next step in my career and get a foot on the management ladder. The course was perfect as it gave me all the right skills and confidence. So much so that I've just been promoted!"

Jayne, Team Leader

pitman™
training

Get the Pitman Advantage™

Core Courses

Introduction to Business Structure and Law

Ideal if you have to help prepare AGMs, business reports, file accounts and manage bank accounts.

Understanding Business Accounts

In five lessons, our business accounts training is designed to help you understand balance sheets, profit and loss (P&L) accounts including stock-taking, depreciation, capital and revenue expenditure.

Microsoft Excel

Learn spreadsheet skills to a good business standard. This course will enable you to create a spreadsheet, enter data, formulas and functions; create charts and much more.

or Microsoft Excel Expert

Learn advanced spreadsheet skills, covering areas such as importing and exporting data, creating and using templates, linking workbooks, data management, using analysis tools and pivot tables.

Microsoft PowerPoint

Gain competency in creating slide presentations. Areas covered include formatting, inserting tables, pictures, sound and hyperlinks; applying transition and timing effects.

Microsoft Outlook

Learn everything there is to know about Outlook including navigation, calendars, tasks and emails.

Microsoft Word

Learn word processing skills to a good business standard. This will enable you to create professional looking documents, produce tables, insert pictures and much more.

or Microsoft Word Expert

Learn advanced word processing skills including mail merge, creating graphs, creating and running macros, creating an index, table of contents and more.

Time Management

Techniques to manage time more effectively – looking at work patterns, planning and scheduling.

Personalities, Profiles and Plans

Self-development program for anyone who needs to understand their strengths and weaknesses – and wants to create some clear and achievable career goals.

Different Leadership Attributes & Skills

New to management, looking for a promotion or wanting to broaden your opportunities, then this course will give you key insights into successful leadership.

Communications in an Organisation

A course focused on the way that communications and information is managed within an organisation rather than personal communication techniques.

HR Essentials

HR Essentials is an entry-level HR training course. You will learn essential knowledge on areas such as recruiting new staff, employment contracts, salary processing and maternity rights. Through the use of a case-study, you'll gain an excellent understanding of the ins and outs of HR in a business.

Elective Courses* (choose two)

Costing and Pricing

Get Into PR

Managing Internal and External workplace communications

Interpersonal Communications

Team Development

Principles, Standards and Conventions of Accounting

Marketing, Principles and Practices

Marketing Mix

Book-keeping Level 2 - Module 1

Sage 50 Accounts

Microsoft Excel Expert

Marketing Essentials

Health and Safety Essentials

Get the Pitman Advantage™

This prestigious Pitman Training Diploma is highly regarded by employers throughout the UK and signifies that you have been trained to the highest level. With your Management Diploma you'll be able to demonstrate that you have the essential work-ready skills needed and have been trained by the very best.

- Flexible training you can fit around work and family commitments
- Support whenever you need it from our friendly course advisors
- The widely respected Pitman Training name on your CV
- The skills in demand by employers
- Confidence that you're one step closer to your dream job, promotion or new career

To discuss your current skills and aspirations for the future, please speak to one of our friendly advisors.

They can also provide complete details on the full range of Diplomas and Courses in this area.



Get the Pitman Advantage™



Guideline Learning Time

234 hours flexi study or 9 weeks full-time
(Full-time is based on approx 20-30 hours a week)

*Alternative choices are available. Please talk with your Course Advisor.