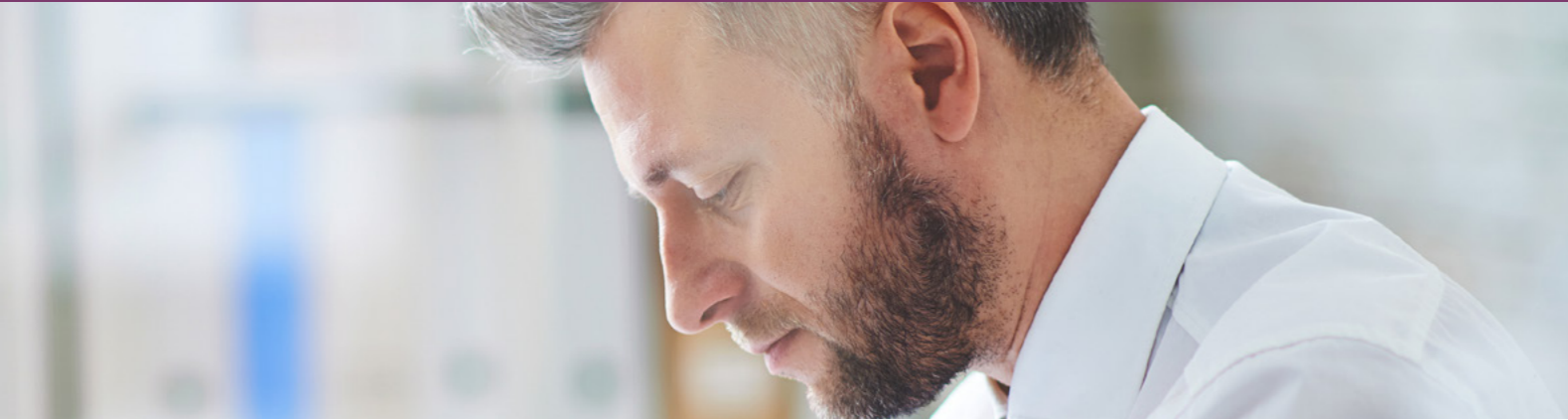


# Management Diploma

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.



**A great training programme for any aspiring manager. So, if you want to take the next step up, prove you have the skills to succeed and lead from the front, this is the diploma for you!**

## 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 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 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. With your Management Diploma, you'll have world-class skills to be a highly valued and well paid manager or team leader.

## Aims and Objectives

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.

## Pre-Requisites

There are no pre-requisites required.

## Career Path

If you're aspiring to a supervisory, team leader or management-type job, this is a great diploma to give you well-rounded skills. Who knows, from here why not aim high and work towards Senior Management or even Director level positions!



**CPD Points 235**

*(Awarded CPD points upon successful completion).*

## Core Courses

### Communications in an Organisation

This e-learning course is different to most communication courses in that it focuses on the way that communications and information are managed within an organisation rather than personal communication techniques.

### Different Leadership Attributes & Skills

If you are new to management, looking for promotion or to broaden your opportunities, this course will give you key insights into successful leadership and how to make the most of your own leadership attributes.

### HR Essentials

HR Essentials is an entry-level HR training course. You'll learn essential knowledge on area such as recruiting new staff, employment contracts, salary processing and maternity rights.

### Personalities, Profiles and Plans

This course is for anyone wanting to understand their strengths, weaknesses and create some clear and achievable career goals. You'll gain insights into how individuals respond and behave, carry out a personal skills audit and produce a personal development plan.

### Excel

Microsoft Excel is the world's most popular spreadsheet program. This course is suitable for beginner to intermediate level. Over ten self-paced lessons you'll learn how to format your spreadsheet to best display your information, handle simple and complex formulas, insert charts, learn how to insert functions such as IFERROR and much much more.

### or Excel Expert

Our Excel Expert level course will provide you with the knowledge and skills to use this popular spreadsheet programme to an advanced level. You'll learn how to perform tasks such as conditional formatting, recording and running macros, working with pivot tables and using statistical functions.

### Understanding Business Accounts

For a business, nothing is more important than its finances. This course will provide you with a good understanding of business accounts - essential knowledge if you run a small business.

### Time Management

Time management training increases your productivity and efficiency - and this is the perfect time management course for anyone who wants to get more done in less time.

### Word

Our Microsoft Word course is designed to provide you with the essential skills you will need to be proficient in Word, in a work environment, in as short a time as possible.

### or Word Expert

This training in Microsoft Word will propel your Word skills forward to an advanced level. Over several lessons, you'll become confident in a range of Word's more sophisticated features.

### Introduction to Business Structure and Law

If you have or are thinking about setting up your own business, this course will provide you with an essential grounding in the basics of business structure and law.

### Outlook

This flexible study Outlook course takes you through everything you need to use this popular email system as a work tool, from navigation and views through contacts and appointments, to tasks and folders.

### PowerPoint

Our PowerPoint training course will help you get to grips with this comprehensive presentation software. Flexible to study, you can choose the version of Microsoft Office you wish to study on.

## Elective courses (choose two)

- Team Development
- Interpersonal Communications
- Marketing Principles and Practices
- Marketing Mix
- Managing Internal & External Workplace Communications
- Sage 50 Accounts
- Costing and Pricing
- Marketing Essentials
- Health and Safety Essentials
- Principles, Standards and Conventions of Accounting
- Excel Expert

(Alternative subjects may be chosen if more suitable to your existing skills and career.)

To discuss your current skills and aspirations call now:

**020 7256 6668**

[www.pitmanlondon.co.uk](http://www.pitmanlondon.co.uk)

Salisbury House London Wall London EC2M 5QQ



**Guideline Learning Time**

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