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| Course Title: | | Management Skills - Intro | | | | | |
| Course Code: | | P1214BGS | Centre: | Stanley Park | Tutor: | Anne Doerr | |
| Day: | Mon | Start Date: | 10/01/11 | Length: | 5 wks | Time: | 19:30-21:30 |

Course Content/Syllabus

This course will include the following topics:

- Role and responsibility of a first line manager, including leadership and team building
- Management styles
- Communication skills
- Time management and delegation
- Motivation
- Recruiting, training and appraising staff
- Holding and attending meetings

After completing the course, students should be able to:

- Perform the duties of a first line manager
- Develop the skills gained during the course in a work environment
- Gain/develop confidence in the management of human resources and skills

The course is suitable for practising and potential first line managers or those wish to refresh their knowledge

Assessment Methods

Continuous informal assessment.

Home Study

Some reading and research

Attendance

Regular attendance is expected in order to get the most from your course.

Entry Requirements

N/a – all welcome

English, Maths & IT Entry Requirements

Basic English. IT an advantage to access & research websites

Exam Fees

N/a

Additional Costs (eg course materials & textbooks)

- Folder, paper, pen

You are advised not to purchase text-books or equipment until the course is confirmed.

For your first session, please bring:

- Lined paper and pen

Extra Help With Your Learning

For details of additional support, please request the learning support leaflet and indicate your needs on the enrolment form.

Progression/Further Opportunities:

Other management modules