

Business Improvement Techniques - Certificate in Management – QMAN3/C3

Duration – 6 months

Interest and Need

Management of teams is a key activity in any business and needs to be effective at all times. Managers and supervisors are faced with ever increasing challenges to continually improve their teams' performance. This requires that performance management is a key task for managers in any business.

Range and Objectives

This qualification is delivered in two parts: -

Part I: Course delivery – a two day interactive course that covers all the key subjects for this NVQ Certificate.

Part II: Assessment – the candidate is assessed on the practice of all the skills required to be practices to achieve the Certificate.

This course is only run using our more senior instructors who themselves have held senior management posts or directorships and who can share their experiences of using the tools and techniques that will be discussed.

Upon completion of this course the delegates will be able to demonstrate: -

- Management of their professional development within the organisation
- Setting objectives and providing support for team members
- Planning, allocation and monitoring of work
- Providing leadership and direction for their own areas of responsibility
- Leading and managing effective meetings
- Supporting individuals to develop and take responsibility for their own performance

Pre-requisites

This program is designed for established managers and supervisors who have had little or no skills training or who have identified a need for a refresher.