

Management Diploma



This is one of a range of diplomas developed for the 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 while juggling the complexities of helping to run a business and interpret complex financial information.

So if you've been newly promoted to 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 develop an understanding of how to get the most out of your team, alongside learning what 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 software skills, time management, leadership attributes, and good communication in an organisation.

To complement your diploma, you'll also have the option to add two elective courses, including Sage 50 Accounts, Marketing Essentials, and Costing and Pricing, to name just a few.

What will you get in return?

Upon successful completion of the programme, you will receive the widely recognised and respected Pitman Training diploma. Businesses throughout the UK and Ireland recognise the Pitman Training name as a sign that you have been trained to the highest level.

And with your Management diploma, you'll have world-class skills to pursue a position as 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 purpose of equipping newly appointed managers and team leaders with the skills they'll need to manage a team.

PRE-REQUISITES

No pre-requisites are required for this diploma.

CAREER PATH

If you're aspiring to a supervisory, team leader, or management-type job, this is a diploma that will help you develop a well-rounded skillset. From here, why not aim high and work towards senior management or even director-level positions!

CORE COURSES

Communications in an Organisation

This course will teach you how to communicate effectively and with confidence. You will learn how to make an impact with non-verbal communication, and you'll learn about team collaboration, as well as learning about the keys to communicating with a virtual team.

CompTIA Project+

Learn how to manage a variety of project types with varying degrees of complexity. Project+ offers a rich training experience as it covers essential project management concepts beyond the scope of a single methodology or framework. Learn about project planning documents, resource and risk planning, project scheduling, and more.

HR Essentials

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

Microsoft Excel

Microsoft Excel is the world's most popular spreadsheet program. This course is suitable for beginner to intermediate level. You'll learn how to format your spreadsheets to best display your data, handle simple and complex formulas, insert charts, learn how to insert functions, and much more.

Or Excel Expert

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

Leadership Skills

If you are new to management, looking for a promotion, or to broaden your opportunities, this course will give you valuable insights into successful leadership and how to influence through positive guidance, developing emotional intelligence, leading through inspiration, and more.

Projects and Budgeting

Learn the keys to budgeting as a non-financial professional. You'll also learn how to create a project schedule and plan and manage a project budget. All core skills of a managerial role.

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. This is the ideal course for anyone who wants to get more done in less time. Learn about setting goals, sharpening your focus to stay on track, and maximising your productivity.

Microsoft Word

Our Microsoft Word course is designed to provide you with the essential skills you need to be proficient with this popular word-processing program.

or Word Expert

This training in Microsoft Word will propel your word-processing skills forward to an advanced level. Over several modules, 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.

Microsoft Outlook

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

Microsoft PowerPoint

PowerPoint is a powerful business tool used to deliver professional presentations. In this course, you'll learn how to create engaging and dynamic presentations and how to rehearse, record, and prepare your presentations for delivery.

ELECTIVE COURSES (choose two)

- **Marketing Essentials**
- **Microsoft Excel Expert**
- **Sage 50 Accounts**
- **Costing and Pricing**
- **Health and Safety Essentials**
- **PC Essentials**
- **Marketing Principles and Digital Opportunities**

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



CPD Points: 200

Awarded CPD points upon successful completion.

To discuss your current skills and aspirations call now:

+ 965 22408069

: or visit

www.pitman-training.com.kw



Guideline Learning Time

200 hours flexi study or 8 weeks full-time

(Full-time based on approx 20-30 hours a week)