



Management Award

Delegates attend interactive workshops to discuss and practice the principals, then put the ideas into practice in their own workplace through structured projects which are submitted for assessment and valuable feedback.

Accreditation- Each unit is separately accredited and certificated and also combined with other units to achieve the Management Awards

Bronze award 9 credits

Silver award 12 credits

Gold award 15 credits

Time Management (3 credits)

- Delegates explain their time problems
- Essential stages of good time management
- Delegation
- Time wasters
- Establishing good time practices
- Action plan

Leadership and Motivating Others (3 credits)

Leadership approaches and styles

- What is leadership?
- Styles of leadership?
- Action centred leadership

Motivating others

- What is motivation?
- How to motivate others
- Action plan

Addressing Problems Affecting Performance (3 credits)

- Managing conflict within a team
- Difficult behaviour
- Effective communication
- Constructive feedback
- Disciplinary procedures
- Action planning