

Diploma Outline

Assertiveness and Self-Confidence
Business Etiquette
Business Writing
Interpersonal Skills
Knowledge Management
Negotiation Skills
Time Management
Creativity and Innovation
Budgets and Financial Reports
Creative Problem Solving

Total Courses: 10 courses and a Building Skills for Entrepreneurs Case Study
Courses Nominal Hours: 8 hours
Total Nominal Hours: 80 hours
Diploma Standard Price: £425

Notting Hill College Headquarters

Address:
SUITE B,
29 HARLEY STREET,
LONDON,
W1G 9QR
UNITED KINGDOM

Enquiries:

TEL: 0044 2081 33 2793
E-mail: info@school-of-business.co.uk



NOTTING HILLTM
COLLEGE

SCHOOL OF BUSINESS

Building Skills for Entrepreneurs Diploma



SECRETS TO BECOMING A SUCCESSFUL ENTREPRENEUR

Do You Possess Some Of The Essential Entrepreneur Skills To Run A Successful Business?

Being your own boss is one thing, but becoming an entrepreneur and developing essential entrepreneur skills is a completely different ball game.

An entrepreneur who is truly the epitome of the word is the type of person that is comfortable in leadership roles and sees the benefit to taking risks. There are entrepreneur skills and traits successful entrepreneur should possess.

Many decisions should be weighed before becoming an entrepreneur. If a person's abilities and personality are geared towards entrepreneurship, then it might be a good undertaking. Becoming an entrepreneur can be an enriching experience for the right person who has found the right business and commits to continually developing the essential entrepreneur skills.

This diploma programme gives entrepreneurs the essential skills needed to develop their competences towards a successful business.

Diploma Objectives

- Develop the knowledge and skills required to project a positive and self-assured image and use assertiveness to build rapport and gain co-operation.
- Master the principles of etiquette, identify and avoid common etiquette pitfalls, gain the competitive advantage, polish personal brand and improve professional image.

- Master the basic writing concepts, identify the most common business documents (such as proposals, reports, and agendas) and have extra edge in the workplace.
- Work towards being that unforgettable person by providing communication skills, negotiation techniques, tips on making an impact and advice on networking and starting conversations.
- Implement time management strategies to control workload.
- Basic budgeting and financial concepts.
- Identify principles of creativity, innovation and serendipity to increase productivity and imagination
- Apply new approaches, creativity and critical thinking skills to solve problems permanently and making decisions using non-traditional ways of thinking.
- Establishment of systems to capture knowledge purposefully for incorporating into business strategies, policies, and practices at all levels of the company.
- Understand the phases of negotiation, tools to use during a negotiation, and ways to build win-win solutions.

Who Should Attend?

This programme will appeal to individuals who want to build wealth, enhance their productivity, boost their business success, achieve an optimum life and become successful entrepreneurs.