

Diploma Outline

Budgets & Financial Reports
Change Management
Coaching and Mentoring
Communication Strategies
Creative Problem Solving
Creativity and Innovation
Knowledge Management
Meeting Management
Motivating Employees
Negotiation Skills
Project Management
Public Speaking
Time Management
Workplace Diversity

Total Courses: 14 courses and an Professional Effective Managerial Skills Case Study
Course Nominal Hours: 8 hours
Total Nominal Hours: 112 hours
Diploma Standard Price: £595

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NOTTING HILLTM
COLLEGE

SCHOOL OF BUSINESS

Effective Managerial Skills Diploma



To be an effective manager, it is necessary to possess many skills. Not all managers have all the skills that would make them the most effective manager. As technology advances and grows, the skills that are needed by managers are constantly changing. Different levels of management in the organisational structure also require different types of management skills. Generally, however, managers need to have communication skills, human skills, computer skills, time-management skills, and technical skills.

Diploma Objectives

- Deeper knowledge of the principles of change management, an understanding of how to implement and manage change in their organisations, generate better acceptance of change through the implementation of change theories and enabling a higher rate of satisfactory change while keeping staff engaged.
- Boost the knowledge, skills and confidence to perform effectively as coaches or mentors as part of managers normal work role.
- Understand the different methods of communication and how to make the most of each of them to appear more confident in front of others.
- 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.
- Prepare for meetings, inform others, plan the agenda, control the discussion, and record them.

- Achieve the right balance between a confident, motivated workforce and a workforce which is driven to attain goals.
- Understand the phases of negotiation, tools to use during a negotiation, and ways to build win-win solutions.
- Recognise the entire project management process, as well as key project management tools that they can use every day.
- Identify principles of creativity, innovation and serendipity to increase productivity and imagination
- Realise basic public speaking skills, including in-depth information on developing an engaging programme and delivering presentations with power.
- Develop more balance and control over time commitments.
- Learn how to create a positive work environment by helping recognise and be tolerant of differences among co-workers.
- Basic budgeting and financial concepts.

Who Should Attend?

This Diploma programme is highly beneficial for aspiring and progressive managers or team leaders who need to polish and improve their managerial abilities in a multi-faceted business and workplace environment. These include:

- New and Prospective Managers
- Team Leaders & Members
- Department, Unit or Division Managers
- Line Managers
- Supervisors
- Support Managers, etc