



## **Executive Diploma in Management**

A Four Week Programme Delivered in Modules  
over 12 Months

### **Programme Objectives**

The programme concentrates on the practical application of management theory and principles at the operational level within the organisation, thus providing momentum for continuing professional and personal development.

The specific objectives are to:

- Manage people, performance and organisational operations.
- Meet the challenges of a competitive business world.
- Market your products / services more effectively.
- Enhance your management of information systems and finance.
- Plan and undertake management projects.

### **Who is this programme for?**

The Executive Diploma in Management Programme is for delegates who are practicing or aspiring senior managers, particularly those who are already in a post but have had little or no formal training.

### **Contents**

- . Personal Management Skills
  - . Personal Organisation
  - . Interpersonal Relationships
  - . Creating Opportunities
- . Integrative Management
  - . Organisation Structure and Culture
  - . Initiating Change
- . Managing Quality and Customer Needs
  - . Ensuring Quality
  - . Planning to Fulfill Customer Needs
- . Planning and Resource Management
  - . Health and Safety Policy
  - . Managing Efficiently
- . Financial Management
  - . Budgeting
  - . Financial Performance
  - . Business Planning
  - . Financing the Organisation
  - . Financial Decision-Making
- . Effective HR Management
  - . Delegation and Empowerment
  - . HR Planning and Policies

- . Organisational Communication
  - . Managing Meetings
  - . Contributing at Meetings
  - . Information for Critical Decision Making
- . Continuing Professional Development
  - . Professional Awareness
  - . Professional Development Planning
  - . Recording and Monitoring CPD

