



## Level 4 - Introductory Diploma in Management

### Aim

This qualification is designed for existing middle managers or those who are considering a move into a middle management role and provides an introduction to the Level 5 – Diploma in Management and Leadership. The programme has national and international appeal and recognition - validated by the champions of management, the Chartered Management Institute, which aims to shape and support the managers of tomorrow.

### Structure and Content

The programme is delivered over 6 days, providing individuals with an overview of the following areas:

- Developing Your Management Style
- Managing Information and Communicating
- Focusing on Customers and Marketing
- Planning & Managing Resources
- Recruiting and Selecting Staff
- Maintaining and Improving Health, Safety and Quality
- Working With Others

### Method of Delivery

Each workshop is highly participative through the use of group discussion, exercises and case studies.

### Assessment

Each candidate would be required to complete a short assignment designed to test individual knowledge and understanding of the whole qualification.

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