

Certificate in Management Level 3

CMI (Chartered Management Institute)



Who is the course for?

Ideal if you are a junior or newly-appointed manager. It covers all aspects of the management role from finance to human resources. It is intended to be interactive and practical and encourages you to apply what you learn in the workplace.

Course Content

It is an introductory course in management. It will help you understand customer relations and communications both within and outside the organisation. You'll also be introduced to the management of quality, time management and managing change.

Managing your team, information and resources will be important in your role and you will be able to look at these subjects in depth. At the end of the course you will have an opportunity of demonstrating what you have learned by submitting a business report on a topic of your choice related to making improvements in your organisation.

Assessment

There are no exams. You will be required to write an assignment for each module. One assignment is externally assessed by the Chartered Management Institute. Classroom exercises and workplace-based evidence also form part of the assessment.

Other useful information

Fees include student membership of the Chartered Management Institute. This enables you to access the web site and resources and receive the Management Today magazine.

Duration: 20 days

Delivery: The Certificate in Management is also available as an 'open' course, with start dates throughout the year. Call us for the latest information.