



Course Description

The Business Management course will provide you with a broad understanding of the different management techniques, helping to improve your key management skills in order to make the day to day management of your business a success. It will help you to understand and apply the principles of managing staff and resources in your present or future role. This programme has been designed for people who wish to gain an understanding of principles and practice of Business Management .

Upon completion of the Business Management course, students will have adopted the knowledge to define the managers role, apply good practice in disciplining staff and describe techniques for managing resources effectively amongst many others.

Assessment

Completing a series of tutor marked assignments together with an end of course multi-choice questionnaire will lead you to the highly acclaimed OCN Level 2 Business Management.

Modules

- * Module 1 - Effective Management
 - * The manager's role
 - * Managing yourself
 - * Managing information
 - * Managing finance
- * Module 2 - Employing People
 - * Recruiting staff
 - * Legal aspects of employment
 - * Keeping staff
 - * Parting with staff
- * Module 3 - Performance Management
 - * Performance Management
 - * Contracts of Employment
 - * Equal Opportunities
 - * Disciplinary Management
 - * Categorising Conduct
 - * Managing Assertiveness
- * Module 4 - Time Stress & Crisis Management
 - * Evaluating your situation
 - * Time balance techniques
 - * Stress
 - * Relaxation
 - * Crises
 - * Time management techniques

Suggested Duration: 12 Weeks

Level: 2

Format: Paper

Awarding Body: OCN

HOW TO REGISTER FOR THIS COURSE

To register for and purchase this course, please contact NCC Home Learning in any one of the following ways:

Freephone Telephone: 0800 970 2522

Mail: The Woodside Centre, Catchdale Moss Lane, Eccleston, St Helens, WA10 5QJ

Email: enquiries@ncchomelearning.co.uk

Online: www.ncchomelearning.co.uk