

# CPD Course in Business Management

Open Learning Programme Information

<p style="text-align: center;">Programme Information</p>	<p><b>Course Outline</b></p>	<p><b>Module A: Effective Management</b></p> <ul style="list-style-type: none"><li>• The manager's role</li><li>• Managing yourself</li><li>• Managing people</li><li>• Managing information</li><li>• Managing finance</li></ul> <p><b>Module B: Employing People</b></p> <ul style="list-style-type: none"><li>• Recruiting staff</li><li>• Legal aspects of employment</li><li>• Keeping staff</li><li>• Parting with staff</li></ul> <p><b>Module C: Performance Management</b></p> <ul style="list-style-type: none"><li>• Performance Management</li><li>• Contracts of Employment</li><li>• Equal Opportunities</li><li>• Disciplinary Management</li><li>• Categorising Conduct</li><li>• Managing Assertiveness</li></ul> <p><b>Module D: Time Stress &amp; Crisis Management</b></p> <ul style="list-style-type: none"><li>• Evaluating your situation</li><li>• Time balance techniques</li><li>• Stress</li><li>• Relaxation</li><li>• Crises</li><li>• Time management techniques</li></ul>
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