

# CPD Course in Residential Home Management

Open Learning Programme Information

<p>Programme Information</p>	<p><b>Course Outline</b></p>	<p><b>Unit 1:</b> Introduction The ecology of management The external environment The internal environment</p> <p><b>Unit 2:</b> Duties and responsibilities of management Strategic and functional planning Forecasting</p> <p><b>Unit 3:</b> What is an organisation? Authority and power Delegation</p> <p><b>Unit 4:</b> Communication Co-ordination Motivation Leadership Delegation</p> <p><b>Unit 5:</b> Developing admissions and occupancy policies</p> <p><b>Unit 6:</b> Setting and maintaining home standards</p> <p><b>Unit 7:</b> Home management and administration Community life in residential homes Work and leisure time activities</p>
------------------------------	------------------------------	---