

# CPD Course in Supervisory Development

## Open Learning Programme Information

<b>AWARDING BODY:</b>	UKPB
<b>LEARNING APPROACH:</b>	Distance Learning
<b>FORMAT:</b>	Text based programme & Workbook
<b>Who will it benefit?</b>	Managers and those who are leading teams, also for staff who are progressing to a management position

<b>PROGRAMME CONTENT:</b>	<b>4 Modules</b>
<b>The Managers Role</b>	
What is management?	Defining the manager's role and responsibilities
Standards of performance	Measuring performance
Resources and authority	Priorities and business planning
Managing change	Managing time
<b>Managing People</b>	
Staffing requirements	Organisational structure and culture
Recruitment and Induction	Key ingredients for individual performance
Reviewing performance	Managing performance
Managing conflict	Teamworking
<b>Managing Information</b>	
Exchange of information	Gathering information
Communication	Meetings
Influencing others	Giving presentations
Written communications	Decision making
<b>Managing Finance</b>	
Overview of financial accounts	Capital expenditure
Analysing costs	Key financial measures
Preparing and controlling budgets	