



College-on-the-Net

Certificate in Business Management (Level 2)

This course is ideal for people who wish to gain an understanding of principles and practice of Business Management.

Course Contents:

- Comprehensive Study Guide
- Study Notes
- Self-Assessment Activities
- 4 Tutor-Marked Assignments
- Tutor Support
- Marking & Feedback
- NCFE Registration & Accreditation

NCFE Award Certificate
Level 2
Certificate in Business Management

[Awarding Body](#)

Objectives At the end of the course you will be able to:

- Define the role of a manager
- Describe techniques for managing resources effectively
- List legal requirements for recruiting staff
- Describe techniques for retaining & parting with staff
- Legislation requirements
- Apply good practice in disciplining staff
- Understand techniques for effective time management
- Use methods of dealing with stress and crises

Module 1: Effective Management

- The manager's role
- Managing yourself
- Managing people
- Managing information
- Managing finance

Module 2: Employing People

- Recruiting staff
- Employing People
- 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

Course Provider: Study House (Kendal Publishing Ltd). A licensed NCFE centre.

Course Code: BF 001

**BUY
NOW
£250**

Instalment Plan

£100 Deposit
£50.00 Monthly x 3
Instalments by
Banker's Standing
Order
TOTAL £250

No Admin Fee!
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Benefits:

Distance learning
Study at home or from work
Learn at your own pace
12-month tutor support
Gain new skills & knowledge
Level 2 NCFE Award certificate
(through Study House)
Increased Earning Potential
No hidden extra costs



Duration:
60 hours

Requirements: No previous knowledge is required for this course.

Assessment: 4 Tutor-Marked Assignments.

No external examination

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College-on-the-Net Business & Finance Courses