

Short courses in business and management

- Are you looking to build on existing skills and knowledge amongst staff?
- Are you interested in increased workforce motivation and commitment?
- Do you want to find a better way of adding value to your organisation?

Our accredited short courses in business and management have been developed to build up relevant skills and knowledge that can be used immediately in the workplace with the advantage of being able to accrue credit into a university qualification.

Employee performance and confidence will be improved and flexible delivery means that staff are

able to fit studying into their busy lifestyles and from the comfort of their home with minimal disruption to the working day.

The courses are aimed at junior managers, supervisors, team leaders, those new to management and staff who have experience but no formal academic qualifications and who want to progress their careers and boost their CVs.

There is a broad range of topics to choose from:

Managing People

Managing Change

Managing Organisations

Managing Finance

Managing Operations

Customer Service

see overleaf for more information



The course has helped me understand the organisational behaviour and structure that underpins effective performance. My communication and problem solving skills have seen a significant improvement, as has my ability to put the programme of study into context.



To find out more contact

The Leading Edge

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Credit, accumulation and progression

The courses have been designed to be studied as stand-alone units (each carrying 20 higher education credits). Upon successful completion of a course a record will be held within the University and the credits can be banked and used towards further academic awards from the University subject to time limitations.

Successful completion of four short courses out of the six plus a work based learning project will result in a Higher Education Certificate in Professional Practice (worth 120 credits and the equivalent of the first year of an undergraduate degree). Students must decide if they wish to progress to the full Certificate after completion of no more than two short courses.



Format

Learning is split into manageable units. Each course takes 10 weeks to complete and consists of 6 to 10 hours of study per week, combining directed reading, personal or work-based reflection and interactive tasks. Delivery is by distance learning via the virtual learning environment Blackboard which is accessed by registered users through the internet. There is also the option, at an additional cost, of face-to-face workshops either on site or at the University.

Entry Requirements

No formal qualifications are required to study the courses as they are designed to complement knowledge gained in the workplace. We just ask that learners have one to two years relevant work experience and an enthusiasm and ability to learn. There are no exams to be taken and assessment is done by a combination of written assignments, online activities and project-based work.

Support

Students will have regular contact with course tutors for specific advice and help with the opportunity to submit draft work and receive early feedback. Study skills support is built into each course with additional on-line guidance and information regarding for example, referencing, finding and using resources.

Costs

Each course costs £550 per person although we will be pleased to discuss discounts for larger numbers of students from one company.

Did you know?

The University of Leicester is ranked in the top 2% of universities of the world by the QS World University Rankings. We are ranked 12th in the Guardian University Guide 2011 and were named Times Higher Education University of the Year in 2008/09.