

Fact Sheet : Level 3 Diploma in Management Skills and Knowledge:

Learners must:

- Be employed in a supervisory capacity or moving to a supervisory role.
- Have the support and approval of the employer before starting
- Have access to a device to complete written assignments and to access online learning content.
- Be given the opportunity to lead a small project (improvement activity, implementation of new service or process)

Course will cover the following topics:

- Leading People
- Communication
- Managing People
- Building Relationships
- Operational Management
- Project Management
- Managing Finance
- Self-awareness and continuous development
- Decision Making



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