

For the 1st time in KSA

PROGATE
Global Academic and Consultancy Providers



Verify 3 years of Managerial Experience and be
a **Certified Manager**
From UK

Certificate in Management

Course Duration : 3 –6 months

Study Sessions : 2 days/week

Location : Dammam –KSA

Entry Requirements:

No formal entry qualifications are required. Entry to the Certificate is available for all those who can demonstrate that they will benefit from it. The programme is however designed to meet the needs of newly appointed first-line managers or team leaders and as such demands the ability to relate learning to the workplace. Candidates will therefore normally be practicing managers or have recent relevant experience



Course Content

Comprises four modules:

1. Personal Development

- Personal development planning
- Skills audit
- Developing communication skills
- Data presentation
- Developing ICT skills
- Oral presentation
- Poster presentations
- Accessing information resources

2. Effective Communication

- Communication styles
- Information sources
- Verbal and non verbal communication
- The use of IT
- Using information for decision making
- Workplace communication
- Conflicts in the workplace

3. Managing the Organisation

- SWOT and PEST analyses
- Introduction to financial statements
- *The marketing mix

4. People in Organisations

- Motivation
- Leadership
- Coaching and mentoring

Qualification

On successful completion of the programme you will be awarded a Certificate in Management from Ace International –UK

Course Description

This course is designed to meet the needs of newly appointed first-line managers or those in supervisory positions. The overall purpose is to introduce you to a wide range of business and management concepts and provide you with opportunities to apply your knowledge and reflect on it. This course does not require any previous study of business or management but presumes you are in employment and thus builds on practical experience.

What you could do next

Successful completion of the programme may allow entry to University of Wales Diploma in Management

Assessment

The Personal Development module requires you to develop a portfolio to demonstrate your attainment of the required learning outcomes. In addition, there are three assessments that will provide you with the opportunity to apply your learning to problem situations (real and simulated) necessitating the development of recommendations based on an understanding of the context and basic principles.

Workload

We recommend an average of 4-6 hours study time per week for this programme.

Exemptions

No exemptions are allowed for this programme.

How to Apply

In addition to a completed application form:

- Copies of your relevant certificates and/or transcripts
- Two suitable references. Please note we can only accept academic and/or professional work references.
- Copy of your CV detailing your work history (covering the last five years).

ATTESTED BY



**Saudi Arabian Cultural
Bureau in UK**

PROGATE

Okland wood 5Hatfield- UK

AL-1084 /+447570578983

Email: info@progate.org.uk

KSA-Dammam

Novotel Business Park

Dammam-Khobar Highway

Telefax :+96638474173

Email: daniel@progate.org.uk