

Management NVQ



Would you like to equip your managers with the knowledge and understanding they need to apply the latest management techniques?

Want to help them provide direction, gain commitment and achieve results through the efficient, creative and responsible use of resources?

Look no further... **learndirect** centres can now offer the Management National Vocational Qualification (NVQ) at level 3.

The NVQ has two elements:

- online courses – which provide the underpinning knowledge, and
- a work-based competence assessment – leading to an NVQ at level 3.

How will the Management NVQ help your business?

This NVQ is a highly flexible qualification designed to develop the knowledge, skills and attitudes managers need to perform more effectively in your business.

The course will enable your employees to:

- undertake effective time management
- resolve conflict
- give and receive feedback
- plan their work
- set targets
- monitor results
- develop their performance in their job and become a more effective manager
- agree and prioritise work objectives
- deliver briefings to their team, to senior management and to external groups
- identify hazards and reduce risk in the workplace.



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Who is a Management NVQ suitable for?

The NVQ is designed for managers, supervisors as well as accomplished team leaders hoping to become first line managers. It is ideal for anyone who needs to:

- manage their own resources and professional development
- provide leadership
- allocate and monitor the progress and quality of work in their area of responsibility
- ensure health and safety standards are met.

There are no formal requirements, but employees should be experienced, practising managers able to demonstrate both theoretical and practical competence in the workplace.

learndirect also offers a level 2 Team Leading NVQ for employees wishing to enter into management and need to demonstrate leadership qualities, particularly within a team context.

What will your staff learn?

The management courses cover a wide range of subjects, including:

- solving problems and making decisions
- understanding and planning change
- working with costs and budgets
- managing performance

- managing customer service
- giving briefings and making presentations
- introduction to leadership
- building the team
- managing conflict in the workplace
- recruiting, selecting and inducting new employees.

How do I find out more?

Please contact your local centre for further information.

Your nearest **learndirect** centre is:

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Victoria Gate
119-127 South Road
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