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 Effective Writing
 Employment Law and You
 Getting the Best from Your Resources
 Getting to Grips with Budgets
 Handling Stress Positively
 Health & Safety and You
 Leading Change
 Learning to Learn
 Making Information Work
 Making the Most of Your Time
 Managing Successful Projects
 Meetings That Work
 Organisational Finance
 Planning and Controlling Costs
 Quality Matters
 Raising Morale and Motivation
 Recruiting Staff
 Running a Training Session
 Selecting the Right People
 Solving Problems and Making Decisions
 Team Leading
 Training to Produce Results
 Using Appraisals to Get the Best from People
 You and Your Customers

Professional Manager 4

Business Finance
 Creative Decision Making
 How Teams Work
 Information: Analysis and Usage
 Know Your Organisation
 Managing Change Positively
 Managing Finance
 Managing Strategically 1
 Managing Strategically 2
 Managing the External Environment
 Motivation and Skills Development
 Operational Management and Control
 Project Management and Planning
 Quality Management and Change
 Recruitment and Selection
 Skilful Communications
 Techniques for Improving Performance
 The Manager in You
 The Team Player
 Total Quality: A Customer Focus
 Training and Development
 Understanding Health, Safety and Employment

Professional Manager 5

Advanced Decision Making
 Creating Competitive Advantage with Human Resource Management
 Information and Systems
 Leading High Performance
 Marketing 1
 Marketing 2
 Operational Performance 1
 Operational Performance 2
 Preparing Financial Plans
 Strategic Management 1
 Strategic Management 2
 Using Financial Information

Professional Manager Best Practice

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 Capitalising on e-Business
 Creative Problem Solving and Decision Making
 Effective Communication Skills
 Enhancing and Valuing Yourself
 Enhancing Operational Efficiency and Effectiveness
 Finance Best practice 1 – Budget Planning
 Finance Best practice 2 – Financial Analysis
 Finance Best practice 3 – Corporate Finance
 How to be a Top-Class Negotiator
 Improving Personal Effectiveness
 Leading Change for Success
 Leadership for Excellence
 Leveraging Information Technology for Business Success
 Managing in the New Millennium
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 Marketing Best Practice 2 – Winning Strategies
 Motivation for Productivity
 Quality Best Practice 1 – Latest Tools and Techniques
 Quality Best Practice 2 – TQM Strategies
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