

Edexcel BTEC

Professional Diploma in Management Studies  
Workbooks associated with each workshop

**LONDON DATES**

Date	am	pm	Workbooks	Tutor
17 <sup>th</sup> Nov 09	Induction	Workshop 1 Personal development	Nature of management Improving effectiveness Management and the individual Workplace environment Customers and quality Grievance & discipline  Please refer to these after workshop 1	
19 <sup>th</sup> Jan 2010	Workshop 2 Managing Projects and Communications		Time management Managing information Communication theory & practice Interviewing skills Meeting skills Presentation skills	
20 <sup>th</sup> Jan 2010	1 <sup>st</sup> PDMS Tutorial			
	1 <sup>st</sup> Assignment Due		Managing Projects / Communications	
16 <sup>th</sup> March 2010	Workshop 3 Introducing strategy and managing change		Organisation in context Workplace environment Change management Operations management	
17 <sup>th</sup> March 2010	2 <sup>nd</sup> PDMS Tutorial			
	2 <sup>nd</sup> Assignment Due		Introducing Strategy/Managing Change	
18 <sup>th</sup> May 2010	Workshop 4 Financial awareness		Financial management Financial techniques for non-financial managers Recruitment & selection Resourcing & reward	
19 <sup>th</sup> May 2010	3 <sup>rd</sup> PDMS Tutorial			
	3 <sup>rd</sup> Assignment Due		Financial	
20 <sup>th</sup> July 2010	Workshop 5 Leadership and Decision making/taking		Problem solving & decision making Team leadership	
21 <sup>st</sup> July 2010	4 <sup>th</sup> PDMS Tutorial			
	4 <sup>th</sup> PDMS Assignment Due		Leadership & Decision Making	
21 <sup>st</sup> Sept 2010	Workshop 6 Winning teams		Managing & reviewing performance Team leadership	
22 <sup>nd</sup> Sept 2010	5 <sup>th</sup> PDMS Tutorial			
	5 <sup>th</sup> PDMS Assignment		Winning Teams	
	Business Project along with Personal Journal Due			
7 <sup>th</sup> Dec 2010	Business Project Presentations			
	Essential reading prior to workshop Useful for the assignment		The other books provide a background to management in general and will be of use to you as you go through the course.	