

Edexcel BTEC

Professional Diploma in Management Studies  
Workbooks associated with each workshop

MANCHESTER DATES

| Date                            | am                                                                      | pm                                 | Workbooks                                                                                                                                                                                                                       |
|---------------------------------|-------------------------------------------------------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 22 <sup>nd</sup> OCT<br>2009    | Induction                                                               | Workshop 1<br>Personal development | <b>Nature of management</b><br><b>Improving effectiveness</b><br><b>Management and the individual</b><br>Workplace environment<br>Customers and quality<br>Grievance & discipline<br><br>Please refer to these after workshop 1 |
| 10 <sup>th</sup> Dec<br>2009    | Workshop 2<br>Managing Projects and Communications                      |                                    | <b>Time management</b><br><b>Managing information</b><br><b>Communication theory &amp; practice</b><br>Interviewing skills<br>Meeting skills<br>Presentation skills                                                             |
| 11 <sup>th</sup> Dec<br>2009    | 1 <sup>st</sup> PDMS Tutorial                                           |                                    |                                                                                                                                                                                                                                 |
|                                 | 1 <sup>st</sup> Assignment Due                                          |                                    | Managing Projects / Communications                                                                                                                                                                                              |
| 18 <sup>th</sup> Feb<br>2010    | Workshop 3<br>Introducing strategy and managing change                  |                                    | <b>Organisation in context</b><br><b>Workplace environment</b><br><b>Change management</b><br>Operations management                                                                                                             |
| 19 <sup>th</sup> Feb<br>2010    | 2 <sup>nd</sup> PDMS Tutorial                                           |                                    |                                                                                                                                                                                                                                 |
|                                 | 2 <sup>nd</sup> Assignment Due                                          |                                    | Introducing Strategy/Managing Change                                                                                                                                                                                            |
| 15 <sup>th</sup> April<br>2010  | Workshop 4<br>Managing a budget                                         |                                    | <b>Financial management</b><br><b>Financial techniques for non-financial managers</b><br>Recruitment & selection<br>Resourcing & reward                                                                                         |
| 16 <sup>th</sup> April<br>2010  | 3 <sup>rd</sup> PDMS Tutorial                                           |                                    |                                                                                                                                                                                                                                 |
|                                 | 3 <sup>rd</sup> Assignment Due                                          |                                    | Financial                                                                                                                                                                                                                       |
| 17 <sup>th</sup> June<br>2010   | Workshop 5<br>Leadership and Decision making/taking                     |                                    | <b>Problem solving &amp; decision making</b><br><b>Team leadership</b>                                                                                                                                                          |
| 18 <sup>th</sup> June<br>2010   | 4 <sup>th</sup> PDMS Tutorial                                           |                                    |                                                                                                                                                                                                                                 |
|                                 | 4 <sup>th</sup> PDMS Assignment Due                                     |                                    | Leadership & Decision Making                                                                                                                                                                                                    |
| 19 <sup>th</sup> August<br>2010 | Workshop 6<br>Winning teams                                             |                                    | <b>Managing &amp; reviewing performance</b><br><b>Team leadership</b>                                                                                                                                                           |
| 20 <sup>th</sup> August<br>2010 | 5 <sup>th</sup> PDMS Tutorial                                           |                                    |                                                                                                                                                                                                                                 |
|                                 | 5 <sup>th</sup> PDMS Assignment                                         |                                    | Winning Teams                                                                                                                                                                                                                   |
|                                 | Business Project along with Personal Journal Due                        |                                    |                                                                                                                                                                                                                                 |
| 18 <sup>th</sup> Nov<br>2010    | Business Project Presentations                                          |                                    |                                                                                                                                                                                                                                 |
|                                 | <b>Essential reading prior to workshop</b><br>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.                                                                                                           |