

Thank you for your enquiry. We hope that the following information is of use in helping you to decide whether the PDMS programme is the best solution for your learning and development requirements and that MOL is the best organisation for you to partner with. Please contact us if we can provide any further information.

The Professional Diploma in Management Studies (PDMS) at Level 5

The Professional Diploma in Management Studies is a nationally-recognised Level 5 professional management qualification, offered through the Edexcel BTEC awarding body. This qualification is suited to managers with a number of years of experience, who are seeking to consolidate their management and leadership skills and knowledge, or establish a strong foundation for further career development. In most organisations these managers are called 'middle managers'.

Middle manager

The following profile is provided to assist in identifying the appropriate level of programme for participants.

A 'middle manager':

- is **customer focused**, ie identifies, understands and gives priority to meeting the needs of existing and potential customers
- **drives innovation**, ie creates a stimulating environment for people to think creatively and use their abilities and imagination to develop and implement new ideas that add value to the organisation.
- **has influence**, ie can adopt a range of strategies to persuade others in order to gain acceptance and commitment to proposals
- demonstrates **interpersonal skills**, ie develops and uses understanding of others to build and maintain good working relationships with people at all levels
- **leads and develops individuals and teams**, ie provides direction for others and motivates them in order to build an effective team. Manages staff and resources to deliver tasks to the required standard. Sets a learning and performing environment where people develop as individuals and as members of teams
- **manages change**, ie develops the organisational capability to respond with flexibility to changing conditions and creates a climate where necessary changes can be effectively implemented
- **manages finance and resources**, ie ensures value for money by managing and monitoring budgets and making the best use of resources
- **manages quality and standards**, ie demonstrates commitment to high standards and continuously seeks improvement
- **manages personal learning and development**, ie takes responsibility for their own learning and development by maximising learning opportunities. This includes ensuring their skills, knowledge and experience are appropriate to the individual role
- **plans and organises**, ie develops strategies for planning and organising individual and team activities and resources in order to achieve personal, departmental and organisational goals

- **solves problems and makes decisions**, ie identifies problems and opportunities and responds to them with insight and creativity. Examines possible solutions and makes informed choices based on the best and most relevant information and resources available
- **keeps strategically focused**, ie sees, and contributes to, the big picture; shows the way forward so others understand what they must do to align their efforts to company-wide goals
- **takes responsibility**, ie takes personal responsibility for results and decisions that support organisational objectives, often exceeding them in terms of quality and timeliness
- **works in partnership**, ie works co-operatively and builds productive relationships with people within their own department, across and outside the organisation, in order to understand business requirements.

The effective manager is one who has mastered the basic management functions: planning and decision making, organising, leading and controlling. This mastery comes through combining academic training and development with 'hands on' experience. In respecting this philosophy, we have designed a course that is fully focused on providing an opportunity for learners to **apply** the principles and skills of management in their workplace. Our flexible learning approach allows maximum management development with minimum disruption to your organisation and individual lifestyle.

How can the PDMS benefit your managers and your business?

The PDMS programme prepares managers to perform confidently and effectively as members of management teams. It has proved to be particularly effective in organisations undergoing significant cultural change, experiencing rapid growth, with a young or relatively inexperienced management team, or where individuals are promoted from technical into management roles. The programme is designed to meet national standards for management in the UK and is internationally recognised.

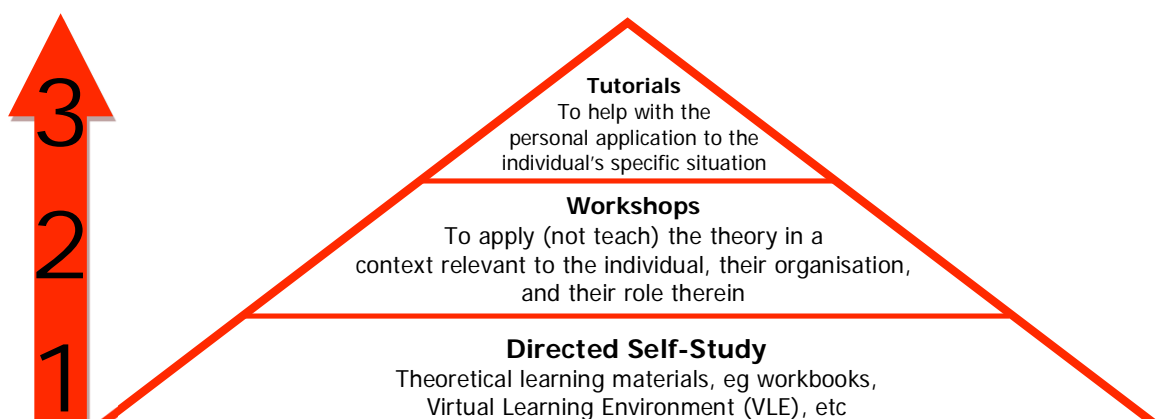
PDMS course details

This programme is run as a flexible solution comprising selected workshops, directed self-study, and one-to-one tutorials. It follows our three-step flexible learning methodology:

Step 1: Theoretical knowledge is learned through directed self-study

Step 2: Theoretical knowledge is applied in activity-based workshops

Step 3: Further application to the individual through one-to-one tutorial support and guidance



The programme consists of six practical application-based workshops, each lasting a full day. The workshops run morning and afternoon and take place approximately every eight weeks throughout the programme.

Course outline

This qualification consists of three mandatory core units and seven additional specialist units. These additional units have been selected to provide a specific focus for the course, ie to broaden and deepen the learners' experience of management skills and knowledge. The course should take about 15 months to complete; this is because of the practical nature of the programme where learners have to show how they have put into practice what they have learned.

Core units	Specialist units
<ul style="list-style-type: none"> • Personal Development • Communications at Work • Leadership 	<ul style="list-style-type: none"> • Financial Awareness • Managing Change • Managing Projects • Winning Teams • Decision Making and Taking • Managing a Budget • Introducing Strategy

Programme structure

The PDMS is designed to allow managers to develop across a range of areas relevant to their present and future roles in their organisation. The programme comprises:

- an induction programme
- six skills development, application workshops
- a Business Project and presentation.

Competence development

Each workshop is linked to a work-based assignment that is designed to develop competencies essential for managers in the 21st century. Competencies developed may include:

- **personal development - acting assertively:**
 - taking a lead role in situations and decision making
 - taking personal responsibility
 - refusing unreasonable requests
 - making own position clear in conflict situations
 - maintaining commitment beliefs and effort in the face of opposition.
- **acting strategically:**
 - showing an understanding of how your organisation fits together
 - working towards your organisation's vision of the future
 - taking opportunities to achieve the longer term aims and needs of your organisation.

- **behaving ethically:**
 - complying with legislation, regulations, professional and organisational codes
 - showing integrity and fairness
 - setting objectives and creating cultures that are ethical
 - identifying and raising relevant ethical concerns
 - working towards the resolution of ethical dilemmas.

- **building teams:**
 - actively building relationships with others
 - managing others in an appropriate, fair and equitable manner
 - relating to others in a constructive manner.

- **improving communications:**
 - listening actively and effectively
 - responding appropriately
 - using appropriate means of communication.

- **focusing on results:**
 - planning and prioritising to meet objectives properly and within appropriate timescales
 - continually striving for improvement.

- **managing change:**
 - identifying where change is required
 - analysing the situation to identify the change issue
 - developing plans to involve and lead stakeholders in planning the change
 - planning the implementation and evaluation of the change.

Our learning materials

This programme is supported by our **Management Series** workbooks which provide the underpinning knowledge to meet the requisite programme objectives. They have been written in a way that invites learners to become actively involved in thinking about the concepts and ideas presented to them. The learning materials are professionally written by MOL and are tailored specifically to this programme.

Throughout the workbooks, learners will find **Research Opportunities** which encourage them to look at the application of particular elements in their workplace or in a wider context. At the end of each section, there is a **Self-Summary** area where we encourage learners to make their own notes on the key points covered in the section. We also include a **Section Summary** checklist which outlines the key learning of the section and asks learners to check their understanding, and revisit if necessary, before moving on. A **Self-Test** series of questions helps check and consolidate learning.

Application workshops

The PDMS programme consists of six workshops, focusing on the **application of learning**. Each workshop is carefully designed to give learners the opportunity to interact with fellow learners and put into practice (apply) many of the skills referred to in the learning materials. This is essential because the course is clearly focused on recognising the learner's skills as a manager and teaching them how to apply them in a practical working context. The workshop provides a safe place to develop these skills.

These **application workshops** are a vital component of our programme, are highly participative, and consist of a number of activities and exercises, interspersed with review and feedback sessions, intended to provide an opportunity to:

- apply and reinforce the knowledge from the workbooks
- develop and practise skills/competencies
- network and interact with fellow management professionals
- gain a broader view of other organisations' perspectives on management practice and application
- receive feedback.

Support and personal application

Tutor support is a key feature of this programme. Support is both proactive and reactive and is available at every stage of the course. The tutors offer not only professional expertise, but also a guiding hand and an encouraging word - they are used to working with learners on flexible learning programmes and they can help learners fit study into a busy working and home life. They are there to help maximise the learners' achievement on the course and enable them to successfully apply the learning to their job role and work context.

Programme assessment

Assessment is via a combination of work-based reports, learning contracts, written case study analysis, a Business Project and a Personal Development Plan that sets the framework for individuals initiating continuous professional development methodologies for themselves. During the programme, each learner will be asked to produce:

- five Business Reports - these are 2000 words in length and provide the opportunity for learners to show how they have met all the learning criteria for each unit. They are given out at the end of each workshop (excluding Workshop 1) and are due for completion and submission within four weeks. This is timed to allow a further four weeks for the learner to study and prepare for the following workshop
- one Business Project - 6500 words in length. This is an original piece of work that is focused on work and the application of appropriate knowledge and skills, drawn from the whole programme, in a business environment. The Business Project is discussed throughout the programme and is due for completion and submission approximately 12 weeks after the final workshop
- one Personal Development Plan that specifies how the learner has developed as a person and a manager during the course. This is developed throughout the programme and is submitted along with the Business Project.

Flexible learning as a study methodology

Flexible learning is based on a highly successful and interactive blended learning solution, which requires a high level of self discipline and focus. This methodology enables organisations to manage their human resources with greater effectiveness and it is designed to help produce the skilled management professionals who will be required in the pressurised business environment of the 21st century.

What is expected of our learners?

We expect learners to:

- undertake independent study of six to eight hours per week
- read and study the course materials
- attend and contribute at all scheduled workshops
- complete the programme within the given timeframe
- produce the work required for successful completion of the programme within the given timeframes
- meet the deadlines agreed with personal tutors.

Learner support

To ensure that managers can gain maximum benefit from the PDMS, it is vital that they have access to a range of support mechanisms.

Tutor support

On joining the PDMS, each manager is allocated a personal tutor. Contact with the tutor is ongoing throughout the course and may be by telephone, email, fax, face-to-face contact or via our Virtual Learning Environment (VLE). As well as providing support to managers, the personal tutor will assess each manager's work-based assignments, and provide in-depth feedback on a one-to-one basis.

Peer support

All managers on the PDMS are encouraged to network with their fellow learners and to share their expertise and experience within a learning community. Experience has shown that our commitment to supporting managers on the PDMS substantially increases completion and success rates. We are very proud that our completion and success rates are significantly above the national benchmarks for this qualification for all modes of delivery.

Learning groups

We have been delivering this programme in this format, and previous formats, to a range of private and public sector organisations. They include ASDA, Wolseley UK, Unison, FADS, DHL, Christen Salvesen, Warburtons, Lever Brothers, Chloride, Conagra, Granada, Groundwork Trust, National Grid, Rathbones and Sainsburys. We have also delivered the PDMS as part of a programme supported by the European Social Fund (ESF).