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Statement of participation

Guest user

has completed the free course including any mandatory tests for:

Managing and managing people

This 8-hour course introduced the world of management, by looking at what managers do, what skills they require, and how to develop as a manager.

Issue date: 14 March 2022

www.open.edu/openlearn

This statement does not imply the award of credit points nor the conferment of a University Qualification.
This statement confirms that this free course and all mandatory tests were passed by the learner.

Please go to the course on OpenLearn for full details:
https://www.open.edu/openlearn/money-business/leadership-management/managing-and-managing-people/content-section-0

COURSE CODE: **B628_1**

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Managing and managing people

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Course summary

This free course, Managing and managing people, will introduce you to the world of management. We will be looking at a range of topics, including what managers do, what skills they require, and how you can develop as a manager.

Learning outcomes

By completing this course, the learner should be able to:

- understand what is meant by management and managerial effectiveness
- identify the roles which are fulfilled while working as a manager
- identify managerial activities that contribute to managerial effectiveness
- identify a cause of stress in managerial life from a range covering mismatches between capabilites and role, player-manager tension and everyday stressors
- understand time pressures and the need for time management.

Completed study

The learner has completed the following:

Section 1

What do managers actually do?

Section 2

What is managerial effectiveness?

Section 3

What does your effectiveness depend on?

Section 4

Your job

Section 5

The demands, constraints and choices of your job

Section 6

Your management skills

Section 7

Transition into management

Section 8

Recognising pressure and avoiding stress

Section 9

Managing your time