**Course Title:**

 ***Business Management***

**Course Outline:**

 ***A - How to make effective use of time and resources to make you and your business more effective.***

**Introduction**

**2 The Manager’s Role**

**3 Managing Yourself**

**4 Managing People**

**5 Managing Information**

**6 Managing Finance**

* ***B - Employing People***

 ***How to recruit, motivate and part with staff.***

* ***C - Managing Performance***

 ***How to promote good relations***

 ***With employees and Manage performance effectively.***

* ***D - Time Stress and Crisis Management***

 ***Coping with time, and dealing***

 ***Positively with stress and crisis.***

**Training Centers Deliviring the Course**

 ***To be notified to the British Council together with the requested for verification stamped after the course delivering and Examination.***