

FREE ONLINE COURSE

Management and Leadership: Growing as a Manager

Explore the foundations of successful management with this free online course from The Open University and CMI.

Join now – starts 27 Jun

ABOUT THE COURSE

This free online course will provide an introduction to the foundation skills and knowledge that you need when becoming a manager.

The course is designed for new or aspiring managers, who wish to supplement their experience with formal training and begin thinking about their continuing professional development.

Understand the foundations of management and leadership

Over four weeks, the course will enable you to:

- define the concepts of management and leadership;
- evaluate different management and learning styles;
- recognise the need for and importance of data as evidence in good decision making;
- define the term “stakeholders” and explain why they’re important;
- and begin the on-going process of personal development planning.

Learn with The Open University Business School and CMI

The course has been developed by The Open University Business School – a pioneering institution that is triple accredited by AMBA, EQUIS and AACSB – and the Chartered Management Institute (CMI) – the leading authority on management and leadership in the UK.

As such, it will give you the opportunity to learn from both academic experts and experienced practitioners, who have achieved the CMI’s prestigious Chartered Manager status.

FREE online course

•

Duration: 4 weeks

•

3 hours pw

•

Certificates available

How to Succeed at: Interviews

FREE ONLINE COURSE

This free three week course provides the tools you need to succeed at interviews and land your dream job or course place.

Join now – starts 4 Jul

[View transcript](#)

Download video: [standard](#) or [HD](#)

ABOUT THE COURSE

This course has been designed and developed by experts from The Careers Service here at [The University of Sheffield](#) to help you to succeed at interviews, whether you are applying for jobs or planning to study. Because being offered an interview can be quite daunting, we've put together a set of materials to help you prepare and be successful on the day.

We'll help you to research the organisation so you can answer that frequently asked question 'why do you want to work for us?' with style. We'll provide advice on what to wear (and what not to wear) and go through some common interview questions. We'll have tips from employers and admissions tutors on what they look for in candidates and cover the types of questions you should be asking them.

Finally, we'll help you to prepare for different types of interview including how to make an impression via telephone or video or within a group setting. We'll also help you prepare for tests and practical work that may be included as part of the interview process.

The course is highly participative and includes articles for you to read, videos to watch and interactive material with tips to help you better understand how to prepare for your interview. There will also be discussions where you can learn from and support each other, self-reflective exercises and quizzes. Throughout the course you'll be encouraged to collect a portfolio of your work which will help you with future interviews.

By the end of the three weeks we hope you will have the confidence to perform at your very best at interview.

If you're still at the stage of writing your CV and submitting applications for a job or course, join our course [How to Succeed at: Writing Applications](#).

FREE online course

•

Duration: 3 weeks

•

3 hours pw

•

Certificates available
