



BRADFORD
UNIVERSITY
School of Management



manager's
 **toolkit**

Investing Today in the Leaders of Tomorrow



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Bradford University School of Management

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Technological advances, dynamic markets, new forms of competition, globalisation, economic downturns and climate change bring with them challenging pressures and opportunities for managers who have the tools to capitalise on them. **Manager's Toolkit** gives you the means to utilise these new opportunities and overcome the associated challenges.

What is Manager's Toolkit?

Organizations today are faced with an ambiguous and challenging environment where their key competitive advantages are managers **confident** in their management skills.

Manager's Toolkit is a unique programme that combines functional, behavioural and people skills in a practical way ensuring managers fulfil their **leadership** potential. We encourage managers to challenge their thinking, update them on cutting edge management knowledge and facilitate networking and learning from peers in other sectors/industries.

Who are we?

Bradford University School of Management – THE NATURAL CHOICE FOR EXECUTIVE EDUCATION.

The UK's longest established university based business school, with over 40 years experience providing business education, we consistently rank as a top ten UK, top 20 European and top 55 global school.

Our academics are at the forefront of their disciplines with hands-on experience of solving real business issues with national and international organizations. Our tutors have substantial experience of developing leaders and managers at all levels and ensuring that the learning experience is lively, relevant and jargon-free. The tutors understand that people learn in different ways and offer flexible learning processes encompassing lectures, group work, videos, role plays, question and answer sessions, case studies and business simulations.

Who is it for?

- Experienced managers in the private, public and voluntary sectors.
- Specialist managers who would like a broader management outlook.
- Busy managers who do not have the time or inclination to commit to an accredited programme.
- Individuals who want to learn and apply practical management and people skills.

The Manager – How you benefit?

- Managers have the time and space for critical reflection.
- Managers have the opportunity to use their experience and intuition in a risk free setting.
- Managers benefit by networking with fellow managers from a wide range of sectors.
- Managers leave with greater self belief and self confidence.
- Managers are taken out of their comfort zone for creative and innovative thinking
- Opens up your career horizons with a wider management outlook
- New skills in different behavioural and functional areas.

The Organization – How you benefit?

- Build skills and confidence for well rounded managers.
- Practical modules maximize the learning impact and help embed knowledge in the organization.
- Choose the modules that work best for the individual and the organization.
- Creating more effective managers with greater self belief and self confidence.

Why is Manager's Toolkit different?

- Flexible Programme – with Manager's Toolkit you can choose to attend any combination of the eleven modules. The choice is yours and determined by business need. If all eleven modules are completed you will receive a certificate.
- All courses encourage practical application of content and skills learned. After each course managers can consolidate, relate and evaluate learning back in the workplace.
- Leadership – Functional learning on its own is not enough to be a good manager – interpersonal skills can be the crucial difference between a successful organization and one that fails. We will use your experience and develop your capabilities to bridge the gap between your personal development and effectiveness as a leader. Manager's Toolkit helps you build people who will build your business.

// Novice with numbers? Engage with Finance. //

Steer through the jargon and handle financial matters with confidence.

Take the fear out of finance using financial management tools. Gain clarity on complex/difficult data. Be certain, be confident, be empowered when dealing with finance. Master finance and have greater say in the strategic direction of your organization.

Who's it for?

Managers and directors who want to utilise their financial awareness to increase the profitability and performance of their business. This course is suitable for managers and directors who have little or no previous financial learning.

What does this course cover?

Every successful manager should have a grasp of the basics of finance and accounting and how profit and loss, revenues, costs and risk evaluation need to be understood to make better business decisions.

During this course your knowledge of financial management will improve and you will develop an appreciation of financial accounts, the essentials of control, risk appraisal and ultimate shareholder value.

- Information for decision making - Financial and management accounts
- Understanding and analysing the balance sheet, income statement and cash flow statement
- Planning and budgeting
- Cash flow and working capital management
- Understanding and managing costs
- Company valuation and creating shareholder value.

// Excellent course – very enjoyable, well worthwhile, learnt the basics of fundamentals of finance. //

How will I benefit?

You will be able to:

- Understand the impact of management decisions on your company's financial performance
- Interpret financial data, in order to make more effective decisions
- Communicate more effectively with financial colleagues/specialists
- Use a range of financial tools when making decisions.
- Identify the key drivers for a healthy business

How will my business benefit?

Understand the relationship between risk and return and how the required rate of return for a company is estimated

- Understanding and evaluation of drivers of performance and shareholder value
- An understanding of business value and a drive towards profit
- Improved decision making, both on day-to-day matters and investment decisions
- Better communication between finance and other functional departments.

What makes this course unique?

- We don't use jargon so you can focus on the purpose of financial data
- A participative and interactive course where you have the opportunity to act as a Finance Director and run a company using computer simulation.
- The inspirational surroundings of Heaton Mount to stimulate your creativity and give you new perspective.

- Fee= £635 – Includes all tuition, course materials, lunch and refreshments.
- Duration= 2 days
- Dates= 20 – 21 April 2010



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- All courses encourage practical application of skills learned. After each course managers consolidate, relate and evaluate learning back into the workplace.
- Leadership - Functional learning on its own is not enough to be a good manager - interpersonal skills can be the crucial difference between a successful organization and one that fails. Manager's Toolkit helps you build people who will build your business.



Invest in YOUR leaders of tomorrow. Contact us today:

Executive Education
University of Bradford School of Management
Heaton Mount
Keighley Road
Bradford BD9 4JU

Tel: **+44 (0)1274 236679**
Email: **execed@bradford.ac.uk**
Web: **www.bradford.ac.uk/execed**