

East Kilbride & District Engineering Group Training Association Ltd

Course Outline

<i>Course Classification</i>	Technical Skills	<i>Course ID</i>
<i>Course Title</i>	Technical Management	
<i>Duration</i>	4 Weeks	<i>Certification</i> EKGTA
<i>Course Publisher</i>	East Kilbride & District Engineering Group Training Association Ltd	
<i>Start Date</i>	Please contact us to arrange dates	<i>Hours</i> 30 hours/wk
<i>Price</i>	Price On Application	

Objectives

To develop competence in the area of Technical Management.
On completion of the course candidates will be able to:

1. Motivate staff and set SMART targets
2. Delegate tasks effectively
3. Manage meetings
- 4 . Manage using Information and Communication Technology (ICT)
5. Use Microsoft Project.
6. Self Manage
7. Manage time effectively

Requirements

Candidates must have experience of maintenance activities and be computer literate.
A command of written and spoken English is essential.

Notes

An EKGTA certificate in Technical Management will be given to candidates who successfully complete the course.
This course was designed for a specific customer requirement. All courses can be modified to include other modules i.e. Quality Management and Health and safety.

"EKGTA is committed to equality of opportunity in its practices and in the provision of its services"

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