



## Statement of participation

# Fara Aquino

has completed the free course including any mandatory tests for:

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### **Understanding management: I'm managing thank you!**

This 5-hour free course suggested ideas for effective self-management, in such areas as decision making, prioritising and monitoring of performance.

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**Issue date:** 14 April 2016

[www.open.edu/openlearn](http://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:  
<http://www.open.edu/openlearn/money-management/management/leadership-and-management/understanding-management-im-managing-thank-you/content-section-0>

COURSE CODE: Y159\_2

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## Understanding management: I'm managing thank you!

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### Course summary

This free course, Understanding management: I'm managing thank you! provides you with a set of ideas for developing your approach to managing your own work what we might call self-management. In order to do this, we will examine some of the key processes of management decision making, such as allocating time, staff, physical and financial resources: prioritising and problem solving and monitoring performance.

### Learning outcomes

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

- understand some of the key processes in management decision making and how they are performed
- understand some of the interpersonal skills and aspects of management
- apply some of these ideas to the management of our own work
- write for academic study purposes.

### Completed study

The learner has completed the following:

#### Section 1

The appliance of science

#### Section 2

Parts of a process: managing resources efficiently and effectively

#### Section 3

Decisions, decisions: dealing with tasks

#### Section 4

Managing the time available

#### Section 5

Effective study: writing for academic study purposes

#### Section 6

Conclusion