

Learn from the experts

Recognised awards may give you an interview but it is other traits that will get you the job.

Institute of Professional Managers & Administrators (IPMA), UK, provides the best training and also prepares you to compete successfully in the market place.

Generally most of the unemployed graduates go through the academic mode - bookish, memorising, exams and by lecturers who usually do not have industrial experience. They were not given opportunities of thinking and working out of the box.

School leavers and working adults without qualifications are advised to enrol on the institute's nine-month workshop series leading to the

Diploma in Business Administration. Here, one will be trained in the functional business areas needed to perform in a supervisory or line-management role. If this were one's first job, one can expect an average monthly salary of RM1,500.

The Advanced Diploma in Business Administration offers 6-workshop series over seven months. Those with other approved diplomas or executives with a few years of work experience can also enrol at this level. With training in mid-management skills and the knowledge gained, one should be able to seek an assistant manager's position on a minimum salary of RM3,000.

Naturally, it is even more beneficial to become a Business degree holder.

Through its flagship award, the Graduate Diploma in Business Administration (8-month, 6-workshop series) one will enjoy learning and practising conceptual, management and strategic skills.

One will be confident in solving corporate business issues and be ready for a full manager's role or operating one's own business. On completion of this level, one will need to write a 10,000-word business project, which takes usually about three months, to qualify for the Preston University, USA Bach-

elor of Business Administration degree. The normal salary that one can expect as a manager would be about RM4,500 per month.

All three programmes are validated by IPMA, a 9001:2000 ISO accredited institution. The IPMA Chairman, Prof Hywel Rees (an examiner at London University) and its council members ensure highest academic standards. The IPMA advanced awards have been accepted for direct entry on to BBA Final Years in the United Kingdom.

Through IPMA Structured Training Series, one will gain four awards compared to the usual undergraduate degree route.

IPMA provides value-added events that will equip students with better Spoken and Written English, Effective Communication, Creativity and Social skills - survival traits that are seriously missing in today's graduates.

IPMA will also invite successful practitioners, including entrepreneurs from different countries, to speak and share their life experiences. Students will be introduced to members of the business networking organisations so that they can broaden their contact base.

For all future training groups, IPMA will include Basic Commercial Mandarin to allow students to better appreciate the importance of China.

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IPMA chairman, Prof Hywel Rees, an examiner from London University.

