

The Institute of Administrative Management (IAM)

Established in 1915, the Institute of Administrative Management is the only international professional body for both practicing and aspiring Administrative Managers and all those who work in administration.

The Certificate in Administrative Management

- Inside Organizations
- Working with people
- Administrative Practice
- Learning Diary and Project Report

Diploma

- People in Organizations
- Professional Administration
- Information for Decision Making
- Administrative Systems and Processes
- Case Study or Project Report

Advanced Diploma

- Administrative Systems in the Organization
- Strategic Issues in Administration
- Administrative Management of Resources
- Human Resource Management and Practice
- Case Study or Project Report