CERTIFICATE IN EFFECTIVE MANAGEMENT

PROGRAM OVERVIEW

The Global Certificate in Effective Management Program is designed to assist **experienced supervisors and managers, responsible for the management of one or more teams**, and seeking to better control and enhance the performance of their business units. The program has a strong focus on leadership, and will help managers improve team productivity, and business performance.



LEARNING FORMAT

The program is delivered through:

- **Online Learning** through the Global E-Learning Portal (participants have access to the portal for **6 months** from the date of registration.
- **Assessment** comprising short on-line quizzes for each course. ***No formal written assessment is required.***
- Participants must complete **all 5** of the courses in the program to qualify for the certificate.
- Each course takes approximately **20 hours** to complete.
- **Tutor Support** is available through email, web conferencing and phone, throughout your program.

CERTIFICATION

On completion of the program, all participants will be sent a Global Management Academy parchment Certificate,

ILM QUALIFICATIONS

Candidates can elect to upgrade their Global Certificate to an ILM qualification by completing written assignments for each of the courses in the program. Contact us for more information.

PROGRAM CONTENT

Your program comprises 6 courses:

PROGRAM CONTENT	
Course 1	**EFFECTIVE MANAGEMENT** – The Functions and Roles of Management – Planning the Work – Organizing Teams and Assigning Work – Motivating the Team – Controlling Work – Managing Accountability
Course 2	**LEADING A HIGH PERFORMANCE TEAM** – Understanding Organization Strategy – Aligning your Team – Optimizing Team Roles – Motivating your Team – Securing a Performance Focus
Course 3	**BUDGETING AND COST MANAGEMENT** – Understanding Costs Management – Understanding Budgeting – Developing the Budget(s) – Monitoring the Budget(s)
Course 4	**CONFLICT MANAGEMENT** – Understanding Workplace Conflict – Conflict Resolution skills managers need – Using a Conflict Resolution Methodology – Applying Conflict Prevention Techniques
Course 5	**MAKING PROFESSIONAL PRESENTATIONS** – Understanding your Audience – Overcoming Nervousness – Creating and Using Flip Charts – Compelling PowerPoint Presentations – Using your voice effectively – How to Handle Challenges.
Course 6	