



Business Management and Leadership Training- B109

375 hours

Today's successful organizations respond quickly to external changes, communicate vital information, and keep focused on desired outcomes. They build high-performing teams through effective feedback, and aligning the team needs with the appropriate leadership style. These components accurately reflect the make up of a modern-day elite military Special Forces team. Participants will learn the basic skills through simulations, case scenarios, reading excerpts highlighting key learning points. The knowledge acquired is an excellent way to quickly put real world practical tools in your tool belt and brighten up your resume! This is truly a unique certification that allows the participant to explore different skill sets and to specialize in their area of interest.

Management Curriculum

- Effectively Managing Top Performers
 - Managing and Rewarding Top Performers
- Moving into a Management Role
 - Becoming a Manager
 - A New Manager's Responsibilities and Fears
 - Lead and Communicate Effectively as a New Manager
 - A New Manager's Role in the Company's Future
 - Moving into Management Simulation
 - Leadership in Management Simulation
 - Moving into a Management Role Blended Learning Toolkit
- Essential Skills for Tomorrow's Managers
 - Competencies for Tomorrow's Managers
 - Development Tools for Tomorrow's Managers
 - The Manager as Coach and Counselor
 - The Manager as Project Champion
 - A Manager's Primer for Ensuring Accountability
 - Continuous Learning for Tomorrow's Managers
 - Essential Skills for Tomorrow's Managers (Simulation)
 - Essential People Management Skills Simulation
 - Essential Skills For Tomorrow's Managers
- Moving from Technical Professional to Management
 - Management Development for Technical Professionals
 - Communication Skills for Successful Management
 - Process Management Skills
 - Leadership Development for Technical Professionals
 - Strategies for Transitioning into Management
 - Transitioning From Technical Professional to Management
 - From Technical Professional to Leadership Simulation
- 360-Degree Performance Appraisal
 - About 360-Degree Performance Feedback
 - Elements of a 360-degree Performance Review
 - Delivering 360-Degree Performance Feedback
 - 360-Degree Performance Appraisal Simulation
- Managing Problem Performance
 - Preventing Problem Performance
 - Identifying Problem Performance



- Improving Problem Performance
- Dealing with Problem Performance
- Averting Problem Performance Simulation
- Addressing Problem Performance Simulation
- Managing Problem Performance
- The Fundamentals of Business Crises Management
 - Preparing for Business Crises
 - Responding to Business Crises
 - Recovering from Business Crises
 - The Fundamentals of Business Crises Management Simulation
- Supporting Employees through the Change Process
 - Beginning the Change Process
 - Managing Through the Change
 - Incorporating Change in Your Organizations
 - Supporting Employees through Change Simulation
 - Managing Change Blended Learning Toolkit
 - Supporting Teams through Change Simulation
- Mentoring Essentials
 - Effective Mentoring
 - The Mentoring Manager
 - Implementing an Organization-wide Mentoring Program
 - Mentoring Strategies in the 21st Century
 - Achieving Success with the help of a Mentor
 - e-Mentoring
 - Mentoring Essentials (Simulation)
- Delegation Skills
 - Delegation Basics
 - The Personal Approach in Delegation
 - Managing the Delegated Environment
 - Effective Delegation Simulation
- The Successful Facilitator
 - The Role of the Facilitator
 - Facilitative Fundamentals: Techniques and Tools
 - Facilitating Work Groups and Meetings
 - Facilitating Challenging Situations
 - Facilitative Formats and Tools: Offering Options
 - The Facilitative Leader
 - The Successful Facilitator Simulation
- Coach with Confidence
 - Coaching for Business
 - Successful Coaching Relationships
 - Key Stages in Coaching
 - Coaching Skills
 - Mindsets, Emotions and Coaching
 - Coaching Trends
 - Coach with Confidence Simulation
 - Coaching Personalities and Teams Simulation
 - Coach with Confidence
- Managing Technical Professionals
 - Understanding Technical Professionals
 - Attracting, Motivating, and Retaining Technical Professionals
 - Models for Managing Technical Professionals



- Developing Career Plans for Your Technical Professionals
- How to Overcome Negativity in the Workplace
 - The Path from Pessimism to Optimism
 - Proactive Approaches to Stop Negativity
 - Overcoming Organizational Negativity
- Performance Appraisal
 - Continuous Performance Assessment
 - Reviewing Performance
 - Performance Appraisals Simulation
 - Performance Appraisals Blended Learning Toolkit
- Managing Contractors and Temporary Employees
 - Doing Business with Independent Contractors
 - Hiring Temporary (Contingent) Employees
 - Managing Contingent Employees
 - Legal Pitfalls Regarding Independent Contractors
 - Working with Temporary Agencies
 - Hiring and Managing Contractors Simulation
 - Final Exam: Managing Contractors and Temporary Employees
- Management Excellence: Performance-Based Appraisals
 - Effective Management: Performance-based Appraisal
 - Designing Successful Performance-based Appraisals
 - Implementing Performance-based Appraisals
 - Performance-based Appraisal: An Employee View
 - Appraising the Performance-oriented Team
 - Performance-based Appraisals (Simulation)
- Advanced Management Skills
 - Managing Cross-Functions
 - Managing Managers
 - Managing Upward Relationships
 - Managing in a Global Business Environment
 - Managing For High Performance

Leadership Curriculum

- Leading from the Front Line
 - Challenges of the 21st Century
 - Organizational Culture and Leadership
 - Energizing and Empowering Employees
 - Leadership and the Knowledge Worker
 - Leading Change from the Front Line
 - Dynamics of Leadership
 - Leading from the Front Line Simulation
- Leadership Skills for Women
 - The Secrets of Female Leaders
 - Building Your Support System
 - Playing by the Rules
 - Groundbreaking: The Paradigm Shift toward Women
 - Establish and Maintain Authority
 - Leadership Skills for Women Simulation
- Going from Management to Leadership
 - The Mark of a Leader
 - Communicating a Shared Vision
 - The Enabling Leader



- Removing Performance Barriers
- Communicating as a Leader
- Coaching for Performance
- Leading through Change
- The Leader as a Model
- Going from Management to Leadership Simulations
- Growing from a Manager to a Leader Simulation
- Going from Management to Leadership
- Business Execution
 - Foundations for Business Execution
 - Creating a Business Execution Culture
 - Business Execution in Action
 - Business Execution Simulation
 - Business Execution Blended Learning Toolkit
- Leading the Workforce Generations
 - Introduction to Work Force Generations
 - Attracting, Developing, and Retaining Generations
 - Leading Silent Generation and Baby Boom Workers
 - Leading Generations X and Next
 - Making Cross-generational Teams Work
 - Cross-generational Workers in the 21st Century
 - Leading the Workforce Generations
- Succession Planning for Business Environment
 - Succession Planning Overview
 - Succession Planning Strategies
 - Succession Planning and Human Resources
 - Succession Planning Management
 - Initiating a Succession Plan Simulation
 - Implementing a Succession Plan Simulation