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B U S I N E S S S K I L L S

Management Fundamentals

Course Introduction

Management Fundamentals is an introductory management course that provides students with the essential tools required of today's effective supervisors or junior managers.

The course combines theoretical, how-to information, with practical applications. Students are required to draw on their own experiences, to research information, and to apply their knowledge to typical junior management situations.

The course provides students with a balance of soft and hard skills. The soft skills students will develop and apply to realistic case studies include communication, problem-solving, decision-making, negotiating, planning and organizing, time management, facilitating, and co-ordinating. The hard skills include setting goals and objectives; preparing forecasts and budgets; using planning and organizing tools; maintaining records; drafting training and development plans, procedural checklists, and reward initiatives; and developing strategies.

Course Prerequisite(s)

Introduction to the Internet course or equivalent.

Course Aim

To assist students in learning how to handle the basic responsibilities of a managerial position.

Of Interest to

Business people currently in a management position or who plan to be in the future.

Course Breakdown

Lesson 1:

The Management Concept; Levels of Management; Management Styles; Management Tools and Managing Diversity

Lesson 2:

The Planning and Organizing Process; Planning and Organizing Tools

Lesson 3:

The Problem-Solving Process; The Decision Making Process; Negotiating Skills

Lesson 4:

Leading Effectively; Facilitating; Co-Ordinating

Lesson 5:

Effective Communications; Meeting and Group Discussions

Lesson 6:

Understanding Time Management; Improving Time Management

Lesson 7:

Security; Safety; Health

Course Notes

Course manual provided for on-going reference.

Upon completion of the course, there is a final exam. Participants who achieve 75% or higher on their exam will receive a certificate.



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