

# Professional Management Series

Professional  
Management  
Series

## The Product

The Professional Management series delivers highly focused and flexible learning covering key business skills and competences. The series provides a library of personalised, modular training programmes to meet the demands of today's learners and organisations. With 9 modules containing 52 learning objects the series provides over 35 hours of media-rich training.

Each of the nine titles, contained on CD-ROM for desktop and elearning Intranet, includes a variety of media formats for different PC and network configurations. With an intuitive interface and quick, easy navigation, the modules exploit the very latest business learning techniques. All programmes are compliant with leading Learning Management Systems and include questioning at regular intervals to reinforce skills and consolidate learning. Directly competence based, the programmes have been fully tested in the workplace by international blue chip and leading public sector organisations. With input from respected subject matter experts such as Professors John Adair and Cary Cooper and other authorities, the Professional Management series offers a world-class learning experience.

## Product Features

### • Endorsed by leading industry experts

The material provides innovative content endorsed by leading industry experts including Professors' John Adair and Cary Cooper.

### • Highly relevant subject focus

The courses cover the key management topics currently needed by managers to meet their communication, team development and leadership goals. They have been designed to help managers to meet current management challenges.

### • Motivational Learning Content

The courses feature well-known stars from popular television programmes including Eastenders and The Office. Self discovery sections and interactive questioning are also core elements of the package.

### • Map the core competencies to your organisations needs

The material has 21 generic competencies, 229 behaviours and 700 learning outcomes. The series is designed to link in to your existing Learning and Development strategy, programme and competency framework.

### • Flexibility to adjust to your IT infrastructure

These programmes can be used in various formats from stills and text through to high quality video and include a low bandwidth option for increased accessibility

### • Ability to monitor learning and analyse its effectiveness

The Professional Management Series is compliant with most leading Learning Management Systems to enable you to track and monitor learners use and realise the return on your investment

### • Enable learners to manage their personal development using the Series' Diagnostic Tool

The Professional Management series includes a valuable Diagnostic Tool. Using pre and post course testing, the learner can generate a profiled report of training recommendations, and obtain post-training analysis and feedback. This can be based either on individual topic areas or a complete programme. The feedback points students to the most appropriate learning content in order to satisfy their required learning outcomes.

With its flexible, focused and motivational learning programme, the Professional Management series forms an invaluable training investment.

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## Who will benefit?

The series will be of benefit to all busy managers, supervisors and team leaders involved in oral and written communication, both internal and external, at any level within an organisation. Specific courses are designed to help managers and supervisors in their management of both themselves and their relationships with others as well as their team management. The learning content has been developed to both refresh existing learning and guide new managers in areas which may be unfamiliar to them.

## Titles Available

Managing Yourself  
Essential Communication  
Smarter Communication  
Advanced Communication  
Improving Individual Performance  
Problem Solving for Decision Makers  
Managing a New Team  
Creating Positive Working Relationships  
How to Make Agreements Work

## Technical Specifications

The minimum target PC is as follows:

- Pentium 3 1 GHz processor
- 256Mb RAM (512Mb preferred for Windows XP)
- SVGA (800 x 600 x 65,000 colour) graphics
- 16 bit sound card and speakers/headphones
- 16 speed CD-ROM drive
- Windows Media Player 9
- Flash 7 Plug-in
- Acrobat Reader 4.0 (Optional – required for supporting reference documents only)
- Internet Explorer 5.5 or above

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