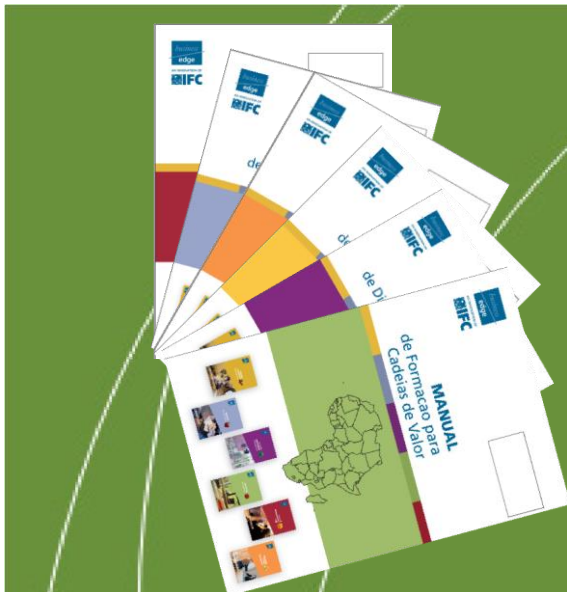




INNOVATE YOUR BUSINESS

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TRAINING SUMMARY: Management Solutions



COURSES DURATION SUMMARY

Series	Course	Duration (days)*
Human Resources Management	Organizing for Successful Training & Development	1.0
	Recruiting for Key Management Position	1.5
	Planning for Human Resources	1.5
	Retaining Top Employees	1.5
	Establishing Compensation and Benefits	1.5
	Appraising Performance	2.0
	Managing Hr Communication	2.0
	Performing Effective Job Design	2.0
General Management and Operations	Understanding Quality	1.5
	Achieving Quality	2.0
	Auditing Quality	2.0
	Controlling Physical Resources	1.0
	Planning and Controlling Work	2.0
Financial Management and Accounting	Controlling Costs	1.0
	Working with Budgets	1.5
	Using and Analyzing Financial Statements	1.0
	Developing a Business Plan for a New Venture	2.0
	Evaluating Investment Decisions	1.0

	Controlling Business Assets	1.0
	Strengthening Your Financial Skills - Entrepreneurs	2.0
	Strengthening Your Financial Skills Farmers	2.0
	Credit Management	2.0
	Money Management	2.0
Personal Productivity Skills	Motivating People	2.0
	Managing Change	2.0
	Managing with Authority	2.0
	Delegating Effectively	1.0
	Managing Time	2.0
	Becoming a More Effective Manager	1.0
	Solving Problems	1.0
	Communicating Effectively	2.0
	Coaching at Work	1.5
	Influencing	2.0
	Using Information for Decision Making	1.0
Leading Your Team	1.0	

COURSES DURATION

Series	Course	Duration (days)*
Marketing Management	Caring for the Customer	1.0
	Achieving Success in Marketing	1.0
	Assessing Marketing Opportunities	0.5
	Developing a Competition Strategy	0.5
	Positioning Yourself in the Market	0.5
	Establishing Your Marketing Mix Strategy	0.5
	Preparing Your Product Strategy	1.0
	Working Out Your Pricing Strategy	1.0
	Creating Your Distribution Strategy	1.5
	Developing an Integrated Marketing Communication Strategy	1.0
	Improving Your Selling Skills	2.0
	Gaining Consumer Insights	2.0
	Marketing Services	3.0
Governance	Managing Risk	1.0
	Managing Relationships	1.0
	Planning for Business Continuity	1.0
	Implementing Enterprise Governance	1.0

*1 day course = 7 hours