



## PROGRAM OVERVIEW

**Program Title:** Prestige Management Effectiveness (PME)

The Prestige Management Effectiveness program is completed over a period of 12 months and is designed for businesses aiming to develop the leadership skills of their team and improve their operational effectiveness and abilities to execute on their goals or corporate mandates.

**Type of training:** Leadership Skills Development

**Program length:** 10 months



## INSTRUCTIONAL DELIVERY METHOD(S)

- Human performance technology (HPT)
- Lectures on best practices & live demonstrations
- Critical thinking activities
- Experiential learning (learning through reflection on doing)
- Independent assignments specific to the business
- Action learning for effective problem solving

## STUDENT GROUPING

- Minimum of 5 participants, up to 50.
- Classroom training, on site, at client office location in the Metro Vancouver Area

## START DATE

- Open for enrolment

## TRAINING INCLUDES

- 6 sessions, scheduled over a period of 8 to 10 months
- Access to dedicated library of best practices, examples & digital templates
- Access to over 100 digital business development tools, customizable for the business situation
- Live video conferencing for tutoring and evaluations
- Secure collaboration portal

## PROGRAM OUTLINE

During bi-weekly training sessions as well as homework assignments, participants will improve their capabilities in

1. Strategic planning
2. Goal setting using the GOSPA ladder
3. Understanding obstacles & risks



4. Communication in business as an art form
5. Delegating effectively – 11 keys
6. Managing others –results based differentiation
7. Developing operational strategies
8. Effective operational planning
9. Operational management & monitoring
10. Project management fundamentals

### DEFINED INSTRUCTIONAL OBJECTIVES

- Learn the fundamentals to improve your ability to execute on your strategies and goals
- Understand The power of leveraging and its application in your business
- Improving your abilities to consistently deliver higher quality with fewer resources
- Optimizing effectiveness of people, processes and technology
- Improving business practices
- Applying the cumulative improvements to specific business situations

### MEASURABLE LEARNING OUTCOMES

- Implementable Execution Plan tailored to the business environment
- Improvements in workload distribution and resulting operational efficiency
- Engaged workforce and team culture
- Increased return on investment in people, business tools and technology
- Measured improvements in productivity, process efficiency & marketing effectiveness using key performance indicators

### ASSESSMENT METHOD(S)

The participants are required to complete various Case studies to apply the knowledge covered to their business situation. The participants submit their assignments to a secure & dedicated portal where the content is reviewed and evaluated.

- **Weekly assignments** that support the participants in understanding the concepts covered are reviewed and corrected as required
- **Various case studies** will be conducted where the Participants are assessed on their ability to apply the course concepts of Essential Business Skills to their specific business situations.
- **Business simulation** to develop strategic thinking, decision making, problem solving, financial analysis, market analysis, operations, teamwork and leadership.
- **Completion requirements:** the candidate is required to complete the assignments, within the timeline required per topic.
- **A certificate of completion** will be issued to confirm the completion of this training.
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### COURSE COMPONENTS

Prestige Management Effectiveness program is a results driven program that enables the participants to learn best leadership & execution practices through a 6 modules:



<b>Topic</b>	<b>Description</b>	<b>Module</b>
<b>Goals &amp; Strategy</b>	GOSPA ladder Development of your business goals and Strategic action plan	1
<b>Operational planning</b>	Understanding your current obstacles, risks, issues and mitigating risks Learning how to optimize your business productivity and resources Streamlining your processes for successes	2
<b>Operational management</b>	Improving operation effectiveness Client service delivery People, Process, Technology	3
<b>Operational monitoring and execution</b>	Communication with key stakeholders Monitoring, measuring & assessment Corrective action plan Continuous improvement	4 5 6

Each component includes Effective Communication as an integral part and participants will learn how to apply techniques in respective business situations.

#### TRAINING COURSE TUITION

Tuition Fees	GST	Total Fees	Total training hours
\$ 1,500.00	75.00	<b>1,575.00</b>	12

**PAYMENT OPTIONS:** Full payment is required at the start of the program  
**Name of trainer:** Galia Shukr