

Management Milestones - Masters

- A New Era in Management Training

The Product

Developed by Nottingham Business School the Management Milestones - Masters portfolio provides key management and leadership development solutions designed for senior management. The highly interactive courses typically last 30-40 minutes and comprehensively develop key leadership capabilities and behaviours to enable senior managers to achieve significant long-term organisational impact and added value. The extensive range of courses is complemented by individual knowledge 'nudges' which provide a one page focus giving top tips on specific related topics. The courses and resources are supported by a library of informative theory papers and web links which provide a greater level of detail on some of the topics particularly relevant to the challenges faced in today's business environment. The portfolio links to the National Occupational Standards and full mapping of the links is included within the structure of the courseware.

Product Features

• Over 30 hours of engaging highly interactive elearning courseware

The most comprehensive set of elearning leadership material covering topics relevant to the business challenges faced by today's managers.

- **Leadership Skills** – This module enables managers to learn about different forms of effective leadership and to develop awareness about their own style of leadership and the impact their behaviour has on others. Learners are able to reflect on their performance as a leader and their role in the organisation.
- **Managing Change** – This module explores the learners attitude and approach to change and the key impact that this has on making things happen successfully in their organisation
- **Team Development** – This module develops manager's skills as a team leader, outlining key communication elements, people management techniques and tips for engendering a team focus to achieve effective work performance.
- **Coaching** – This module develops learners' skills as a coach looking at the tools, styles and approaches for coaching and their practical application to help a team reach their full potential
- **Developing Performance** – This module develops learner's skills as a performance manager looking at monitoring, reviewing and developing the performance of individuals and teams.
- **Business Skills** – This module develops a manager's range of fundamental business skills including project management, report writing and presentation delivery.

• Elearning knowledge nudges

Specific learning chunks designed for just-in-time learning to enhance knowledge by expanding on key learning topics with a one page focus. Enables learners to quickly update their understanding of a specific task or topic area to enhance the core module

• Flexibility of uses

The style of learning in Management Milestones - Masters can be used in two ways:

- Flexible Resource Tool - The courses can be used as an open resource bank enabling users to dip in and dip out to meet their specific knowledge requirements. This facility is enhanced by the inclusion of the one page knowledge nudges
- Tutorial mode – The whole course can be completed from start to finish ensuring learners cover all areas and techniques

• Self-diagnostics and reflective questions

The interactive nature of the courses challenges learners to think about their goals, their values and their attitudes and how this affects their behaviour. This reflective approach enables learners to consider and gain a strong idea of how they appear to and affect other people in their team.

• Links for additional knowledge development

- Each course provides a list of relevant websites and additional resources to enhance managers learning on the subject
- A selection of relevant theory papers is included in the programme to provide a greater depth of understanding on key leadership development topics

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enhance productivity and effectiveness



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Product Features.cont.

• Mapping course material to national standards

- The learning material for the Management Milestones - Masters portfolio of courses is fully mapped to the National Occupational Standards, a key competency guide for management training and development.
- The material can also be mapped against an organisations own competency framework to ensure senior managers receive learning specific to their development needs.

• Web/Hosted options

Access the portfolio without impacting on your internal systems or IT resources by using the web accessible hosted environment available for all Management Milestones - Masters modules

• Customisation

The online portfolio of Management Milestones - Masters courses is completely customisable enabling you to add your own content and modify delivery, content and interfaces to reflect your company branding

• **Usable formats** – The portfolio can be accessed via the web, an intranet, LMS or LCMS.

• **User Licences** – An annual user licence and multi-year agreements are available as well as customisation options

Who will benefit?

Management Milestones - Masters has been designed and written to provide key management and leadership development solutions for middle and senior management. Line managers and all organisational leaders can use the tools to enhance their leadership potential. The comprehensive spectrum of subjects covered enables managers to develop key leadership capabilities and behaviours to achieve significant long-term organisational impact.

Titles Available

Courses

Leadership Skills Courses

Decide what you want
Take responsibility
Accentuate the positive
Recognise your style
Lead by example
Identify your priorities
Improve your time effectiveness
Address your time stealers

Managing Change Courses

Strategy and business environment
Organisational Culture
Brand and reputation
Making the change
Challenging the status quo
Exploring the options
Difficult decisions
Gaining buy-in
Taking action
Thriving in change
The personal change journey
Leading others through change
Seeing change through

Nudges

Leadership Skills Nudges

Stress management
Centring: relaxing and thinking clearly
Clarifying your goals
Reframing your life story
Present your brand
Positive visualisation
Setting personal goals
Leading by example
Life preservers
Leadership traits
DiSC - a model of behaviour
Putting things off
Dealing with interruptions
Prioritising your time: urgent vs. important
Time planning

Managing Change Nudges

Supporting the strategy
The reputation quotient
Building personal resilience
Kotter's eight steps to change
The change curve
Roadblocks to change
Brainstorming
Making adaptable decisions
SCAMPER for increased creativity
Using the DO IT technique
Force-fields and change
Moving forward
Taking decisions

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