

delivering sustainable solutions

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Mini MBA

The fast-track way to managerial success

EXAMINE the latest international management techniques

DEVELOP strategies that produce results

DIFFERENTIATE between effectiveness and efficiency

LEAD and motivate your people

PREPARE practical business plans

DETERMINE key problems for resolution

RECEIVE powerful insights into operational efficiency

MAXIMISE the benefits from strategic change

DISCOVER problem solving skills in the business environment

APPLY theory to practice

BALANCE control and empowerment

OPEN the door to sources of practical and free resources

Would you like to understand and apply the essential skills of successful senior executives without studying for several years? Our Mini MBA course summarises core knowledge, skills and mindsets to fast-track career opportunities.

- Do you aspire to be strategic thinker and a leader?
- Are you ready to step into a managerial role?
- Can you prepare a successful strategy and business Plan?
- Do you get the best out of stakeholders including employees?
- Would you like powerful tips to improve organisational & business performance?
- Have you set effective budgets and financial targets?

Apply approaches to defining business strategy and understanding ways of turning strategy into reality! By embracing strategic and business planning, people performance management, financial management and operational excellence, you'll be well on your way to managerial success!

Target participants:

- Technical Managers wanting to break into general management
- Middle managers wanting to move up the ladder
- Executives who are too busy to undertake an MBA
- Any Manager wanting to improve business outcomes
- CEOs of small companies that wish to grow
- Project managers and 'specialists' seeking to broaden their perspective

This course can be studied online or face-to-face (in-house/corporate). This interactive course will give you practical techniques that you can easily apply (most will be applied in the course to real/your situations) to improve your performance and kick start your progression into senior management. It will simplify and unlock the models, techniques and tools that are taught by big name Business Schools such as Harvard and the Australian Graduate School of Management.

Our Mini MBA covers:-

- Appreciation of the organisational and external (market) context
- Strategic planning including scenario planning
- Analysis and solution of problems
- Application of systems thinking to improve planning and increase control
- How to improve operational efficiency
- Financial benchmarks to improve business performance
- Creation of sustainable value in your business

TOPICS – AGENDA

DAY ONE

9.00 Start

Morning Sessions

Stepping up to Senior Management

- Preparing yourself for your new role by understanding what is expected of you
- Improving your business relationships by enhancing your Personal, Interpersonal and Managerial Skills
- Grasping the mindset change from employee to manager and leader to better identify your requirements

Strategic and Business Planning

- Choosing the best Strategic Planning models by seeing those used by top end consultants
- Apply a range of tools & techniques including scenario planning, systems thinking, balanced scorecard, 'PESTLE'
- Thinking strategically
- Designing an effective business model by linking Strategic and Business Planning
- Building a successful Business Planning Framework
- Minimising chances of failure by reviewing a range of case studies
- Setting realistic goals and objectives
- Using performance measures
- Being creative and taking initiatives

Afternoon Sessions

Risk Management

- Optimising your company's revenue by applying Risk Management processes
- Maximising opportunities
- Reducing possible losses and complications by applying Risk Management processes
- Introducing the Australian Risk Standard to your business

Managing People Performance

- Enhancing your company performance by getting the best out of people
- Understanding emotional intelligence
- Building high performance
- Gaining respect from your employees
- Generating a People Management framework
- Incentivising workers by linking personal performance objectives to overall strategy

4:30pm Close of Day One

DAY TWO

9:00 Start

Morning Sessions

Financial Targets and Business Performance

- Benchmarking financial performance – comparing your business to others
- Producing a realistic business plan by setting budgets and financial targets
- Ensuring your long term investment by creating sustainable value
- Improving your financial knowledge and skills to improve decision making
- Understanding business cases and benefits

Operational Excellence

- Maximising profits by reviewing simple tips to improve business process performance
- Managing diverse stakeholders including regulators and competitors
- Application of portfolio, program and project management to deliver operations and projects
- Optimising resource management
- Applying knowledge management principles

Afternoon Sessions

Consolidation - Strategy into Reality

- Executing business plans using project management techniques
- Maximising business performance using change management techniques
- Improving success by understanding and managing major risks
- Managing personal priorities
- Building your action plan to implement workshop learnings

Resources and Where to Get Help

- Reviewing reference material and resources

4:30 pm Close of Day Two

For more information contact Alan Schwartz GSPL@bigpond.net.au phone 02 9810 6413