ACCOUNTING & FINANCIAL MANAGEMENT

- · The Accounting Cycle
- · Key Financial Statements
- · Budgeting & Financial Controls
- · Financial Performance Measures



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THE PROFESSION OF MANAGEMENT

- · Managerial Roles & Tasks
- · Essential Knowledge, Skills & Abilities



THE GLOBAL BUSINESS ENVIRONMENT

- · Global Business Forces
- · Assessing Competitive Position
- Gaining Competitive Advantage
- · Business Laws & Standards
- Sustainable Business Practices

CONTROLLING

- · Control Systems & Processes
- · Addressing Employee Misconduct
- · Quality Assurance



LEADING

- · Leadership Skills & Roles
- · Directing & Motivating Others
- · Leading the Change Process
- · Conflict Management





Institute of Certified Professional Managers

COMPETENCY







ETHICAL DECISION-MAKING

- · Gathering & Assimilating Input
- · Decision-Making Processes
- · Ethical Standards & Behaviors

TALENT & HUMAN RESOURCE MANAGEMENT

- · Recruitment & Selection
- · Training & Evaluation
- · Providing Performance Feedback
- · Managing a Diverse Workforce
- · Coaching, Networking and Mentoring













- Organizational Structures
- · Setting Organizational Goals
- · Building Organizational Value
- · Building Effective Teams & Work Groups



COMMUNICATION & INFORMATION TECHNOLOGY

- · The Communication Process
- Communication Skills & Tools
- · Qualities of Data and Information
- · Choosing Appropriate Software
- · Management Information Systems

PLANNING

- · Long & Short-Term Planning
- · Planning & Executing a Strategy
- Project Management Tools & Techniques
- · Planning Effective Meetings

