



ELECTROVISION

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Essentials Professional Management Series

The Professional Management series delivers highly focused and flexible learning covering key business skills and competences. This intuitive Series covers 9 titles each containing 52 learning objects and over 35 hours of media-rich training, **including video**. Delivery is either online or on CD-ROM and includes a variety of media formats for different PC and network configurations.

1. **Essential Communication**
2. **Advanced Communication**
3. **Smarter Communications**
4. **Creating Positive Working Relationships**
5. **How to make Agreements Work**
6. **Improving Individual Performance**
7. **Managing Yourself**
8. **Managing a New Team**
9. **Problem Solving for Decision Makers**

The training is compliant with leading Learning Management Systems and includes questioning at regular intervals to reinforce skills and consolidate learning. They have been fully tested in the workplace by international blue chip and leading public sector organisations and contain input from respected subject matter experts such as Professors John Adair and Cary Cooper and other authorities.

- **Endorsed by leading industry experts**, including Professors John Adair and Cary Cooper.
- **Highly relevant subject focus.** Courses cover key management topics needed by managers to meet their communication, team development and leadership goals.
- **Motivational Learning Content.** The courses feature well-known stars from popular television programmes including Eastenders and The Office. Self discovery sections and interactive questioning are also core elements of the package.
- **Map the core competencies to your organisations needs.** The material has 21 generic competencies, 229 behaviours and 700 learning outcomes. The series is designed to link in to your existing Learning and Development strategy, programme and competency framework.
- **Flexibility to adjust to your IT infrastructure.** These programmes can be used in various formats from stills and text through to high quality video and include a low bandwidth option for increased accessibility.
- **Ability to monitor learning and analyse its effectiveness.** The Professional Management Series is AICC compliant.
- **Enable learners to manage their personal development using the Series' Diagnostic Tool.**

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