

# Leadership and Management

Curriculum	Series	Course Title	Duration
<b>Leadership</b>			
	<b>Business Execution</b>		
		Business Execution in Action	5 Hour(s)
		Creating an Execution Culture	8 Hour(s)
		Foundations for Business Execution	7 Hour(s)
		<i>Simulations</i>	
		Business Execution Simulation	.5 Hour(s)
	<b>Going from Management to Leadership</b>		
		Coaching for Performance	2.5 Hour(s)
		Communicating a Shared Vision	4.5 Hour(s)
		Communicating as a Leader	4.5 Hour(s)
		Leading Through Change	3 Hour(s)
		The Enabling Leader	5 Hour(s)
		The Leader as a Model	3 Hour(s)
		The Mark of a Leader	4.5 Hour(s)
		<i>Simulations</i>	
		Going from Management to Leadership Simulation	.5 Hour(s)
		Growing from a Manager to a Leader Simulation	.5 Hour(s)
		<i>Blended Learning Toolkit</i>	
		Going from Management to Leadership	N/A
	<b>Leading from the Frontline</b>		
		Challenges of the 21st Century	2 Hour(s)
		Dynamics of Leadership	3 Hour(s)
		Energizing and Empowering Employees	2.5 Hour(s)
		Leadership and the Knowledge Worker	2.5 Hour(s)
		Leading Change from the Front Line	2.5 Hour(s)
		Organizational Culture & Leadership	2.5 Hour(s)
		<i>Simulation</i>	
		Leading from the Frontline Simulation	.5 Hour(s)
	<b>Leading the Workforce Generations</b>		
		Attracting, Developing and Retaining Generations	3 Hour(s)
		Cross-generational Workers in the 21st Century	3 Hour(s)
		Introduction to Work Force Generations	2.5 Hour(s)
		Leading Generations X and Next	3.5 Hour(s)
		Leading Silent Generation and Baby Boomer Workers	3 Hour(s)
		Making Cross-generational Teams Work	3 Hour(s)
		<i>Simulation</i>	
		Leading the Workforce Generation Simulation	.5 Hour(s)
	<b>Moving from Management to Leadership</b>		
		Coaching Performance	2 Hour(s)
		Communication and Leadership	4 Hour(s)
		Leadership and Change	1.5 Hour(s)
		Leading by Enabling	4 Hour(s)
		Recognizing a Leader	5 Hour(s)
		The Communication of a Shared Vision	5 Hour(s)
		The Model Leader	2 Hour(s)
		<i>Simulation</i>	
		Growing from Management into Leadership Simulation	.5 Hour(s)
		Moving from Management to Leadership Simulation	.5 Hour(s)
	<b>Succession Planning for Business Environment</b>		
		Succession Planning and Human Resources	5 Hour(s)
		Succession Planning Management	2.5 Hour(s)
		Succession Planning Overview	2 Hour(s)
		Succession Planning Strategies	4.5 Hour(s)
		<i>Simulations</i>	
		Implementing a Succession Plan Simulation	.5 Hour(s)
		Initiating a Succession Plan Simulation	.5 Hour(s)

## Management

360-Degree Performance

About 360-Degree Performance Feedback	2.5 Hour(s)
Delivering 360-Degree Performance Feedback	5 Hour(s)
Elements of a 360-Degree Performance Review	2 Hour(s)
<i>Simulation</i>	
360-Degree Performance Appraisal Simulation	.5 Hour(s)
<b>Advanced Management Skills</b>	
Managing Cross-Functions	3 Hour(s)
Managing For High Performance	4 Hour(s)
Managing in a Global Business Environment	3 Hour(s)
Managing Managers	3.5 Hour(s)
Managing Upward Relationships	3 Hour(s)
<i>Simulations</i>	
Advanced Management Skills Simulation	.5 Hour(s)
<b>Appraising Performance</b>	3 Hour(s)
Assessing Performance Continuously	3.5 Hour(s)
Performance Reviews	
<i>Simulations</i>	
Appraising Performance Simulation	.5 Hour(s)
<b>Coach with Confidence</b>	
Business Coaching	2.5 Hour(s)
Emotions, Mindsets and Coaching	2.5 Hour(s)
Successfully Coaching Relationships	5 Hour(s)
The Coaching Skillset	3 Hour(s)
The Key Stages of Coaching	4 Hour(s)
Trends in Coaching	2.5 Hour(s)
<i>Simulation</i>	
Coaching Teams and Personalities Simulation	.5 Hour(s)
Coaching with Confidence Simulation	.5 Hour(s)
<b>Delegation Skills</b>	
Delegation: the Personal Approach	2 Hour(s)
Managing Delegation	3 Hour(s)
The Basics of Delegation	1.5 Hour(s)
<i>Simulation</i>	
Delegating Effectively Simulation	.5 Hour(s)
<b>Effectively Managing Top Performers</b>	
Managing and Rewarding Top Performers	2.5 Hour(s)
<b>Essential Skills for Tomorrow's Manager</b>	
A Primer for Ensuring Accountability	4.5 Hour(s)
Managing as Coach and Counselor	3.5 Hour(s)
Managing as Project Champion	3.5 Hour(s)
Tomorrow's Managers' Competencies	3 Hour(s)
Tomorrow's Managers' Development Tools	3.5 Hour(s)
<i>Simulations</i>	
Crucial Skills for Tomorrow's Managers Simulation	.5 Hour(s)
<b>Facilitating Successfully</b>	
Facilitating Difficult Situations	5 Hour(s)
Facilitating Meetings and Work Groups	4.5 Hour(s)
Facilitative Fundamentals: Tools and Techniques	4.5 Hour(s)
Facilitative Leadership	4.5 Hour(s)
Facilitative Tools and Formats: Offering Options	4.5 Hour(s)
The Facilitator Role	4 Hour(s)
<i>Simulations</i>	
Facilitating Successfully Simulation	.5 Hour(s)
<b>How to Overcome Negativity in the Workplace</b>	
Overcoming Organizational Negativity	2 Hour(s)
Proactive Approaches to Stop Negativity	2 Hour(s)
The Path from Pessimism to Optimism	4 Hour(s)
<b>Managing Contractors and Temporary Employees</b>	
Doing Business with Independent Contractors	4.5 Hour(s)
Hiring Temporary (Contingent) Employees	5 Hour(s)
Legal PitFalls Regarding Independent Contractors	3 Hour(s)
Managing Contingent Employees	4.5 Hour(s)

Managing Contractors and Temporary Employees	N/A
Working with Temporary Agencies	5.5 Hour(s)
<i>Simulation</i>	
Hiring and Managing Contractors Simulation	.5 Hour(s)
<b>Managing Others Through Change</b>	
Integrating Change in Your Organization	3 Hour(s)
Managing the Change Process	3 Hour(s)
Starting the Change Process	3 Hour(s)
<i>Simulation</i>	
Using Change Process to Support Employees Simulation	.5 Hour(s)
Using Change Process to Support Teams Simulation	.5 Hour(s)
<b>Managing Problem Performance</b>	
Addressing Problem Performance	2.5 Hour(s)
Problem Performance Identification	2.5 Hour(s)
Problem Performance Improvement	3 Hour(s)
Problem Performance Prevention	2.5 Hour(s)
<i>Simulations</i>	
Avoiding Problem Performance Simulation	.5 Hour(s)
Dealing with Problem Performance Simulation	.5 Hour(s)
<b>Managing Technical Professionals</b>	
Attracting, Motivating, and Retaining Technical Professionals	3.5 Hour(s)
Developing Career Plans for Your Technical Professionals	3.5 Hour(s)
Understanding Technical Professionals	2.5 Hour(s)
Understanding Technical Professionals	2.5 Hour(s)
<b>Mentoring Essentials</b>	
Achieving Success with the Help of a Mentor	3.5 Hour(s)
Effective Mentoring	3 Hour(s)
e-Mentoring	3.5 Hour(s)
Implementing an Organizationwide Mentoring Program	2.5 Hour(s)
Mentoring Strategies in the 21st Century	3 Hour(s)
The Mentoring Manager	2.5 Hour(s)
<i>Simulation</i>	
Mentoring Essentials Simulation	.5 Hour(s)
<b>Moving from Technical Professional to Management</b>	
Communication Skills for Successful Management	3 Hour(s)
Leadership Development for Technical Professionals	3 Hour(s)
Management Development for Technical Professionals	3.5 Hour(s)
Process Management Skills	4.5 Hour(s)
Strategies for Transitioning into Management	6.5 Hour(s)
<i>Simulations</i>	
From Technical Professional to Leadership Simulation	.5 Hour(s)
Transitioning From Technical Professional to Management Simulation	.5 Hour(s)
<b>Moving into a Management Role</b>	
A New Manager and the Company's Future	3.5 Hour(s)
Becoming a Manager: Leading and Communicating	4 Hour(s)
Becoming a Manager: Responsibilities and Fears	3.5 Hour(s)
Taking on a Management Role	3.5 Hour(s)
<i>Simulations</i>	
Leadership and Management Simulation	.5 Hour(s)
Moving into a Management Role Simulation	.5 Hour(s)
<b>Performance Appraisal</b>	
Continuous Performance Assessment	3.5 Hour(s)
Reviewing Performance	4 Hour(s)
<i>Simulation</i>	
Performance Appraisal Simulation	.5 Hour(s)
<b>The Essentials of Mentoring</b>	
Achieving Success: the Help of a Mentor	3 Hour(s)
Implementing a Mentoring Program for the Organization	2.5 Hour(s)
Mentoring as a Manager	2 Hour(s)
Mentoring Effectively	2 Hour(s)
Mentoring On-line	2.5 Hour(s)
Mentoring Strategies for the 21st Century	2.5 Hour(s)
<i>Simulation</i>	

	The Essentials of Mentoring Simulation	.5 Hour(s)
<b>The Fundamentals of Business Crisis Management</b>		
	Preparing for Business Crises	2 Hour(s)
	Recovering from Business Crises	2 Hour(s)
	Responding to Business Crises	3 Hour(s)
	<i>Simulation</i>	
	Business Crisis Management Simulation	.5 Hour(s)
<b>The Successful Facilitator</b>		
	Facilitating Challenging Situations	5 Hour(s)
	Facilitating Work Groups and Meetings	5 Hour(s)
	Facilitative Formats and Tools: Offering Options	5 Hour(s)
	Facilitative Fundamentals: Techniques and Tools	3.5 Hour(s)
	The Facilitative Leader	5 Hour(s)
	The Role of the Facilitator	5 Hour(s)
	<i>Simulation</i>	
	The Successful Facilitator Simulation	.5 Hour(s)
<b>Leadership Curriculum</b>		
<b>Executive Level Leadership</b>		
	Executive Level Leadership - Becoming an Executive Leader	2 Hour(s)
	Executive Level Leadership - Change and the Executive Leader	2 Hour(s)
	Executive Level Leadership - Leadership and Communication	2 Hour(s)
<b>Goal Setting</b>		
	Goal Setting - Goal Setting in the Organizational Environment	2 Hour(s)
	Goal Setting - Goal Setting Tools for Managers	2 Hour(s)
	Goal Setting - Reaching Individual Goals	2 Hour(s)
<b>Management Curriculum</b>		
<b>Balanced Scorecard</b>		
	Balanced Scorecard - Corporate Strategy	2 Hour(s)
	Balanced Scorecard - Implementing	3 Hour(s)
	Balanced Scorecard - Measuring Business Objectives	3 Hour(s)
<b>Business Case</b>		
	Business Case: Preparing	2 Hour(s)
<b>Managing High Performers</b>		
	Managing High Performers - Creating a Retention Strategy	4 Hour(s)
	Managing High Performers - Defining and Finding High Performers	3 Hour(s)
	Managing High Performers - Implementing Recognition Programs	3 Hour(s)
<b>Managing the Expert</b>		
	Managing the Expert - Developing a Successful Environment	4 Hour(s)
	Managing the Expert - Managing the Unique Needs of Experts	4 Hour(s)
	Managing the Expert - Understanding Experts	2 Hour(s)
<b>Organizational Behavior</b>		
	Organizational Behavior - Organizational Dynamics for Individuals	3 Hour(s)
	Organizational Behavior - Organizational Group Dynamics	2 Hour(s)
	Organizational Behavior - The Organizational System	3 Hour(s)
<b>Remote Manager Practices</b>		
	Remote Manager Practices - Communicating with Employees	1 Hour(s)
	Remote Manager Practices - Delivering Performance Evaluations	1 Hour(s)
	Remote Manager Practices - Hiring a Telecommuting Employee	1 Hour(s)
	Remote Manager Practices - Managing Poor Performance	1 Hour(s)
	Remote Manager Practices - Monitoring Employee Performance	1 Hour(s)
	Remote Manager Practices - Motivating Employees	1 Hour(s)
<b>Talent Management</b>		
	Talent Management - Developing Talent	2 Hour(s)
	Talent Management - Knowing Talent	2.5 Hour(s)
	Talent Management - Selecting Talent	3 Hour(s)