

GROWING COMPETENT MANAGER - WEBINAR SERIES

(Content and tools by Harvard ManageMentor [HMM])

We invite you to register for the upcoming webinar presented by Knowledge Works Consulting and our Caribbean Learning Partners. Come and learn key principles and best practices in the respective subject areas without leaving your desk.

Thinking Strategically – Tuesday, January 17, 2012 (8:30 - 10:00 Ja, 9:30 – 11:00 Eastern Caribbean)

In today's highly competitive and fast-changing business world, everyone in an organization must know how to think strategically. But what, exactly, does it mean to "think strategically"? And how can you develop or strengthen your strategic thinking powers? Click here for more information and to register:

<https://www2.gotomeeting.com/register/481751586>

Executing Strategic Initiatives – Tuesday, January 31, 2012 (8:30 - 10:00 Jamaica, 9:30 – 11:00 Eastern Caribbean)

Are you responsible for developing and executing strategy? Do you understand what strategy is, what the elements of a strategic plan are, and the strategic planning process? These are all terms that we hear thrown around every day. Click here to learn more: <https://www2.gotomeeting.com/register/234963426>

Lead, Motivate & Produce – Tuesday, Feb 14, 2012 (8:30 - 10:00 Jamaica, 9:30 – 11:00 Eastern Caribbean)

The command-and-control techniques of the previous generation are increasingly ineffective. Instead, today's business leaders need to be alert, agile, enterprising, and skilled in the art of diplomacy.

Are these areas you feel you need to develop? For more information and to register for this module click here: <https://www2.gotomeeting.com/register/543205466>

Improving Productivity: Module 1 - Delegating – Thursday, February 16, 2012 (8:30 - 10:00 Ja., 9:30 – 11:00 Eastern Caribbean)

Delegation isn't simply a matter of offloading what you don't want, or don't have the time to do. Done properly, it helps teams work more efficiently, helps employees develop their individual skills, and reduces managerial burnout. This module offers tools for assessing any assignment, matching employee skills to tasks, and supporting the delegation all the way to completion.

Improving Productivity: Module 2 - Project Management – Thursday, March 1, 2012 (8:30 - 10:00 Ja, 9:30 – 11:00 Eastern Caribbean)

Are you leading or involved in projects that are critical to your group and the organization? Do you feel in control and on track to successfully complete them by the deadline? Do you have clear processes and systems in place to manage your projects? The Project Management module covers the four major phases of a project--planning, build-up, implementation, and phase-out.

Improving Productivity: Module 3 - Meeting Management – Thursday, March 15, 2012 (8:30 - 10:00 Ja, 9:30 – 11:00 EC Time)

Do you try to accomplish too much in meetings? Are you ever unsure as to who should be included in the meetings you are scheduling? Would you like to be more comfortable and confident when facilitating meetings? Would you like to ensure that action is taken after your meetings adjourn? The Meeting Management module addresses when to meet, how to plan for a meeting, how to keep a meeting on track, and how to do proper follow-up.

Improving Productivity: Module 4 - Time Management – Tuesday, March 29, 2012 (8:30 - 10:00 Ja, 9:30 – 11:00 EC Time)

What is a time waster? A time waster is anything that keeps you from doing things that have more value and importance to you. Time wasters are different for everyone. For some, a chat with a colleague might be a time waster; for others, it's a chance to manage the stress of the day. This module shows how to prioritize your tasks--what to concentrate on and for how long, as well as what to set aside.

Leading Teams Effectively – Tuesday, April 3, 2012 (8:30 - 10:00 Jamaica, 9:30 – 11:00 Eastern Caribbean)

Management gurus agree: teams can do wonderful things, and we need more of them. But just how do you get one up and running? When you are in the middle of a critical project and your team gets "stuck," what

you can do to get them back on track? Click here for more information and to register:

<https://www2.gotomeeting.com/register/230883962>

Coaching Fundamentals – Tuesday, April 17, 2012 (8:30 - 10:00 Ja., 9:30 – 11:00 Eastern Caribbean)

How do you affect an employee's ability to advance in his or her career? Do you often come up with solutions to help your employees perform better? Would you like to develop a comfortable coaching style?. Click here for more information and to register: <https://www2.gotomeeting.com/register/385959282>

Improving Decision Making – Wednesday, May 2, 2012 (8:30 - 10:00 Ja, 9:30 – 11:00 Eastern Caribbean)

Decision making is one of the most fundamental of all management skills. Improving your decision-making ability can provide a direct route to improving the performance of your organization. Click on this link for more information and to register: <https://www2.gotomeeting.com/register/800330394>

Communicating for Results: Module 1 - Presentation Skills – Thursday, May 3, 2012 (8:30 - 10:00 Ja, 9:30 – 11:00 EC Time)

You've been there before: delivering a presentation to an audience and wondering whether you've captured their attention and conveyed your ideas clearly. Maybe you've also secretly wished you could do something—anything—to calm those butterflies in your stomach.

This online module includes a comprehensive overview in Core Concepts, a set of "how to" action steps, tips, a self-test, and interactive exercises that help you prepare for real-world challenges.

Communicating for Results: Module 2 - Negotiating – Thursday, May 17, 2012 (8:30 - 10:00 Jamaica, 9:30 – 11:00 EC)

Negotiation occurs throughout your professional and personal life. It may be a formal affair that takes place across the proverbial bargaining table, in which you negotiate over price and performance, or the complex terms of a partnership venture. But it may just as easily involve a very simple deal or a very messy dispute.

This online module includes a comprehensive overview in Core Concepts, a set of "how to" action steps, tips, a self-test, and interactive exercises that help you prepare for real-world challenges.

Communicating for Results: Module 3 - Writing Skills – Thursday, May 31, 2012 (8:30 - 10:00 Ja, 9:30 – 11:00 Eastern Caribbean)

Everyone "can write," yet writing *well* eludes the best of us. And many employees find the task of writing a business document to be a task that they postpone.

This online module includes a comprehensive overview in Core Concepts, a set of "how to" action steps, tips, a self-test, and interactive exercises that help you prepare for real-world challenges.

Communicating for Results: Module 4 - Persuading Others – Thursday, June 14, 2012 (8:30 - 10:00 Ja, 9:30 – 11:00 EC Time)

Talented persuaders have the power to capture an audience and influence others' opinions. Many people, without even realizing it, draw upon their persuasion skills every day to get their jobs done.

This online module includes a comprehensive overview in Core Concepts, a set of "how to" action steps, tips, a self-test, and interactive exercises that help you prepare for real-world challenges.

Webinar Logistics

Duration:	90 minutes
Source Content:	Harvard Managementor10
Certificates:	Provided for attendance, participation in the webinar and completion of the 45-day post webinar impact review. Issued by Knowledge Works Consulting and our Learning Partners.
Cost:	US\$54.00 (1 webinar + 1 Harvard ManageMentor module license) US\$120 (1 webinar + 4 Harvard ManageMentor modules license) US\$200 (4 webinars + 4 Harvard ManageMentor modules license)

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