



## PROGRAM OVERVIEW

**Program Title:** Prestige Management Effectiveness (PME)

The Prestige Management Effectiveness program is completed over a period of 12 months. It is designed for businesses aiming to develop their team's leadership skills and improve their operational effectiveness and abilities to execute their goals or corporate mandates.



**Type of training:** Leadership Skills Development

**Program length:** 12 months

## WHO SHOULD ATTEND?

Business Owners, Executives, Leaders, Managers who aim to upgrade their skills in operational management, project management and delivery skills.



### INSTRUCTIONAL DELIVERY METHOD(S)

- Human performance technology (HPT) approach
- Lectures on best practices & live demonstrations
- Critical thinking activities
- Experiential learning (learning through reflection on doing)
- Independent assignments specific to the business
- Action learning for effective problem-solving
- Benefits of group dynamics & live collaboration
- Team bonding & Motivation

### STUDENT GROUPING

- Small Group of 6 to 12 participants from the same organization. Live and interactive virtual training classes.

### START DATE

- Open for enrolment

### TRAINING INCLUDES

- Six sessions, scheduled over a period of 8 to 12 months
- Access to a dedicated library of best practices, examples & digital templates
- Access to over 100 digital business development tools, customizable for the business situation
- Live video conferencing for tutoring and evaluations
- Secure collaboration portal

### PROGRAM OUTLINE

During bi-weekly training sessions as well as homework assignments, participants will improve their capabilities in

1. Strategic planning
2. Goal setting using the GOSPA ladder
3. Understanding obstacles & risks



4. Communication in business as an art form
5. Delegating effectively - 11 keys
6. Managing others, results-based differentiation
7. Developing operational strategies
8. Effective operational planning
9. Operational management & monitoring
10. Project management fundamentals

### DEFINED INSTRUCTIONAL OBJECTIVES

- Learn the fundamentals to improve your ability to execute your strategies and goals.
- Understand The power of leveraging and its application in your business.
- Improving your abilities to deliver higher quality with fewer resources consistently
- Optimizing the effectiveness of people, processes and technology
- Improving business practices
- Applying the cumulative improvements to specific business situations

### MEASURABLE LEARNING OUTCOMES

- Implementable Execution Plan tailored to the business environment
- Improvements in workload distribution and resulting operational efficiency
- Engaged workforce and team culture
- Increased return on investment in people, business tools and technology
- Measured improvements in productivity, process efficiency & marketing effectiveness using key performance indicators

### ASSESSMENT METHOD(S)

The participants must complete various Case studies to apply the knowledge covered to their business situation. The participants submit their assignments to a secure & dedicated portal where the content is reviewed and evaluated.

- **Weekly assignments** that support the participants in understanding the concepts covered are reviewed and corrected as required.
- **Various case studies** will be conducted, during which the Participants will be assessed on their ability to apply the course concepts of Essential Business Skills to their specific business situations.



- **Business simulation** is used to develop strategic thinking, decision-making, problem-solving, financial analysis, market analysis, operations, teamwork, and leadership.
- **Completion requirements:** the candidate is required to complete the assignments within the timeline needed per topic.

A **certificate of completion**, a testament to your commitment and growth, will be issued to confirm the successful completion of this training.

### COURSE COMPONENTS

Prestige Management Effectiveness program is a result driven program that enables the participants to learn best leadership & execution practices through 6 modules:

Topic	Description	Module
<b>Goals &amp; Strategy</b>	GOSPA ladder Development of your business goals and Strategic action plan	1
<b>Operational planning</b>	Understanding your current obstacles, risks, issues and mitigating risks Learning how to optimize your business productivity and resources Streamlining your processes for successes	2
<b>Operational management</b>	Improving operation effectiveness Client service delivery People, Process, Technology	3
<b>Operational monitoring and execution</b>	Communication with key stakeholders	4
	Monitoring, measuring & assessment	5
	Corrective action plan	6
	Continuous improvement	

Effective communication is an integral part of each component, and participants will learn how to apply techniques in their respective business situations.

### TRAINING COURSE TUITION<sup>i ii</sup>

Tuition Fees for each participant*	GST	Total Fees	Total training hours
\$2,100.00	\$105.00	\$2,205.00	12



**PAYMENT OPTIONS:**

- Full payment<sup>iii</sup> is required at the start of the program

**LEADERSHIP DEVELOPMENT TRAINER:**

Prestige Academy Certified Professionals

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<sup>i</sup> Based on single payment per participant. This workshop requires a minimum of 6 participants per corporation.

<sup>ii</sup> Prestige Academy reserves the right to change pricing without prior notice.

<sup>iii</sup> Contact Prestige Academy for quotations for structured payment and financing options.