

PERFORMANCE BUILDERS



DEAKINPRIME BELIEVES IN PROFESSIONAL AND PERSONAL DEVELOPMENT THROUGH EDUCATION.

Managers and professionals at all levels of an organisation contribute more and perform better when they have the skills, confidence and motivation to manage people, teams and tasks effectively. It's all about ensuring people have the management essentials required to be effective and contribute to the improved performance of the organisation.

PROGRAM FEATURES

DeakinPrime's Performance Builders include the following modules:

- Writing for results
- Effective communication
- Professional presentation skills
- Managing tasks and projects
- Critical thinking and problem-solving
- Planning and decision-making.

PROGRAM DETAILS

This suite of short learning modules under key topic areas is especially designed for emerging managers and people with limited management experience who have generally come from specialist professional, technical or trade backgrounds

DELIVERY MODE

- Self-paced distance learning
- Workshop mode

DURATION

Each performance builder requires between five and 20 hours of study time.

WHY DEAKINPRIME?

- Topic areas are provided in short learning modules
- Modules can be packaged according to individual or group development needs or both
- Modules can be delivered in flexible self-paced study and workshop modes
- Modules can be tailored to an organisation-specific context and standards.



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The range of Performance Builders is outlined below:

Topic 1—Self-awareness

Module: Managing self

Topic 2—Effective personal communication skills

Module: Spoken and unspoken communication

Module: The process of communication

Topic 3—Building customer relationships

Module: The service difference

Module: Meeting customer needs

Module: Customer focus and satisfaction

Topic 4—Leading people in a team

Module: Team development

Module: Leading people

Topic 5—Managing and developing people

Module: Managing people

Module: Improving the effectiveness of people

Module: Developing people

Topic 6—Effective workplace communication skills

Module: Exchanging information

Module: Meetings and group discussions

Topic 7—Finance for non-financial managers

Module: Accounting as an information system

Module: Budgeting

Module: Financial control

Topic 8—Effective written communication

Module: Writing letters and memos

Module: Writing effective reports

Topic 9—Problem-solving skills (Part 1)

Module: Identifying and defining a problem

Module: Developing and selecting alternatives

Module: Implementing and evaluating decisions

Topic 10—Problem-solving skills (Part 2)

Module: Making an impact

Module: Negotiating effectively

Topic 11—Leading and managing change

Module: Leading and managing change

Module: Building a 'learning organisation' and beyond

Topic 12—Measuring and improving organisational performance

Module: Organisational systems and processes

Module: Managing and improving organisational performance

Topic 13—Project management

Module: Introduction to project management

Module: Management of a project

Module: Managing a project team

Module: Physical resources control

Module: Project planning and planning tools

Topic 14—Analysis of your business

Module: Analysing the external environment

Module: Analysing the internal environment

Topic 15—Developing and evaluating strategic options

Module: Developing strategic options

Module: Evaluating strategic options

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INSPIRING WORLDLY IDEAS.