

Essential Business Skills For Middle Managers

Strategy,
Performance Analysis,
Leadership Development

Our commitment

“Our courses are rich in real life, case-study material and provide ample opportunity for you to ‘try out’ the various techniques by applying them to your own business situation and experiences.”

Nigel Penny,
NSP Consulting CEO and
Course Facilitator

What you will learn:

Fundamentals of financial management

Leadership and people management skills

How to develop business plans and set performance targets

How to manage projects

Analyzing and initiating change

Conducting effective meetings

This course is available as a customized in-company workshop if required. It can also be split into modules and delivered over time to reinforce key messages.

NSP Consulting can create a workshop specifically for a group of managers within your organization.

For more details:

nspenny15@gmail.com

Essential business skills

What every manager must know

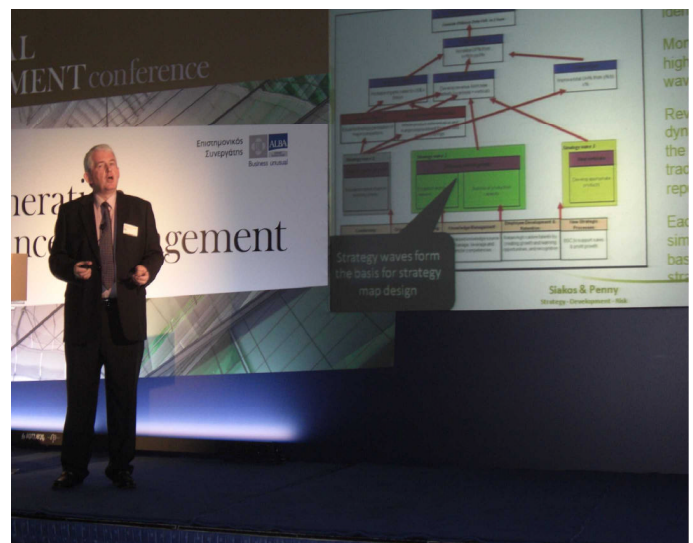
You already have management responsibilities for a business unit, department or team.

You have demonstrated capability in your chosen skill area.

But, has anyone given you the core training that you need to be an ‘effective manager.’ capable of delivering bottom-line business results?

Many organizations assume that these critical managerial skills will be acquired through on the job experience, or are perhaps an integral skill set within any manager.

However, the reality is usually quite different.



Today’s managers require a diverse and technically challenging set of business skills, over and above their own functional specialty.

The Essential Business Skills training programme will equip you with those essential skills.

What every manager needs

Today’s business world is complex and fast moving.

As countries seek to develop their own local talent markets, there is increased pressure to find, recruit and develop people with the right skills.

Today’s managers need a diverse set of management skills—skills that are rarely

taught, but are often assumed.

Pathway’s Essential Business Skills training provides an easy and rapid platform to acquire the most essential components of this managerial skill set.

The course covers separate modules, each with best of breed examples of techniques and illustrations from successful organizations.

The course will give you an insight into your areas of strength and weakness and will provide you with a route map of how to grow as a manager

NSP Consulting

Strategy, Performance

Analysis, Leadership

“Neither skill nor wisdom can be achieved without knowledge”

Democritus

“ Say what needs to be said at the right time”

Aeschylus

“There is nothing more certain than a sound decision”

Menander

Course content

Day 1

Understanding finance

Why every manager needs a deep insight into the working of business finance and accounting?

Understanding how accounting works

The key financial statements: Profit and Loss; Balanced Sheet and Cash Flow

Analyzing performance: the key accounting ratios

Budgets, forecasts and cost centre management

Day 2

Managing people

What do people want from work?

The role of the HR function

What is leadership?

Leadership vs. management; the key differences

Setting personal goals

Monitoring and appraising

Rewarding performance

Day 3

Effective business planning and goal setting

What is planning?

The 5 tasks of successful plan management

What will success look like? - creating a BHAG

Developing performance measures, targets and initiatives

Establishing organizational alignment through goal cascading

Aligning resources and people

Course content (cont.)

Day 4

Managing projects

What is a project?

Defining project goals

Establishing a project timeline

A checklist for project planning

Monitoring, evaluating and reporting

Prioritizing the project portfolio

Day 5

Delivering results—analyzing and reviewing

Designing effective business reports

Analyzing business performance

Managing risk and opportunity

Conducting effective business review meetings

Key features of all our programmes

Hands-on practitioners

Depth of knowledge

Real life case study experiences

Practical exercises

Interactive discussions

Latest thinking and approaches

Balanced view on pros and cons

Usable takeaways



Breakout session at a recent workshop

NSP Consulting

Strategy, Performance

Analysis, Leadership

“Nothing good can be earned without effort”

Sophocles

“It is a trait of the wise man that he can respond to the twists and turns of life”

Alexis

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Your facilitator

Nigel Penny is a leading global expert on business management techniques. His focus is to ensure the sustainable future success of clients through effective business management processes.

Nigel has some thirty years international experience implementing consulting solutions. Between 1996 and 2002, he worked closely with David Norton and Bob Kaplan, the co-founders of the Balanced Scorecard approach, and was Vice President of the Asia practice of Balanced Scorecard Collaborative. Nigel was also partner in charge of KPMG's performance



management practice in Australia, and a member of their team developing global methodologies for Balanced Scorecard .

Nigel has facilitated strategy and business performance improvement programs in food, manufacturing, financial services, retail and utility industries, as well as working extensively with governments and not-for-profit agencies. He has worked in UK, USA, Europe, Asia and the Middle East and has lived in UK, USA, Singapore, Malaysia and Australia.

Nigel has an honours degree in mechanical engineering from Imperial College, London, and trained as an accountant with Peat Marwick Mitchell in the UK.