

# GLOBAL E-LEARNING MANAGEMENT PORTAL

## DEDICATED MANAGEMENT PORTAL FOR YOUR BUSINESS



## 1000+ HOURS OF LEARNING FROM £10 PER USER

The Global Management Academy E-Learning Portal is used by companies in Europe, Asia and Australia to develop the management and leadership skills of employees at all levels

Comprising 50+ leadership and management courses, all accredited by the INSTITUTUE OF LEADERSHIP AND MANAGEMENT, the Global E-Learning Portal is a high value resource which can transform the capabilities of your organization.

Global can set up an E-Learning Portal for your organization in minutes, which your Training staff can administer, assigning courses, tracking and reporting on employee progress.

## GLOBAL E-LEARNING PORTAL FEATURES

- **Online Management learning Portal** – 1000+ learning hours in core Management & Leadership Skills
- **Complete Flexibility** – Courses Accessible 24/7
- **Course duration** - (10 - 24 hours)
- **Mixed multi-media** - video, self-assessments, virtual coach, presentations and quizzes
- **Resources** – downloadable learning Manuals Excel workbooks and additional articles with each course;
- **Local Administration** – able to assign courses, monitor progress and produce wide range of reports.
- **ILM Qualifications** – all courses are ILM equivalent courses – can be applied to Qualifications as required.

## MANAGING PEOPLE

Effective Supervision  
 Building an Effective Team  
 The Effective Manager  
 Conflict Resolution  
 Managing Employee Performance  
 Controlling Stress In The Workplace  
 Creative Problem Solving  
 Managing Recruitment & Induction  
 Managing Health and Safety in the Workplace  
 Managing Recruitment and Selection  
 Managing Employee Development  
 Effective Delegation Skills

## COMMUNICATION SKILLS

Managing Meetings  
 Interpersonal Communication Skills:  
 Presentation and Public Speaking Skills:  
 Business Writing Foundations  
 Business Report Writing  
 Business Negotiation Skills  
 Management Communication Skills

## LEADERSHIP

Foundations In Leadership  
 Leading Motivation and Engagement  
 Leading a High Performance Team  
 Leading Innovation and Change  
 Leadership for Results  
 Mastering Business Leadership

## MANAGING THE BUSINESS

Budgeting For Non-Financial Managers  
 Managing Change  
 Providing Quality to Customers  
 Managing Workplace Projects  
 Managing Continuous Improvement  
 Essential Selling Skills  
 Managing Sales  
 Managing Customer Service  
 Finance for Non-Financial Managers  
 Managing Customer Relations  
 Customer Service Essentials  
 Handling Complaints and Difficult Customers  
 Improving Productivity

## BUSINESS PLANNING AND MARKETING

Business Planning  
 Foundations In Marketing  
 Market Assessment  
 Marketing Planning  
 Developing a Business Case  
 Promoting the Business  
 Marketing Management

## PERSONAL EFFECTIVENESS

Managing Personal Development and Performance  
 Time Management  
 Improving Personal Effectiveness  
 Managing Stress In Your Life  
 Assertiveness and Self-Confidence