

SCHOOL OF PRACTICAL ACCOUNTING-*Job Training Providers*

1ST School To Offer Practical Accounting in T&T/Email: schpra_ac@hotmail.com



Practical Management

Designed for:

Persons with little or no foundation in Management Sciences
Junior Managers, Supervisors, Business Owners, Technical Managers (Accountants, Engineers, Doctors...)

**No Qualifications
Required**

COURSE OUTLINE: 12 Weeks

Basics of Management:

Definition, Goals, Ego vs. Empathy, Dual Motive Theory

The Functions of Managers:

The four functions, Roles of Managers, Types of Managers, Managerial Skills, Common Mistakes of Managers

The Environment:

Types, How Environments Changes, Factors & Types of External Environment, The Internal Environment, Corporate Culture

Planning:

Definition, Advantages vs. Disadvantages, Components, Top to Bottom Planning, Rational vs. Group Decision Making

Organizational Behaviour:

Definition, The Individual, The Group, The Organization System, Organizational Dynamics

Motivation:

Definition/Motivational Theories

Team and Team Leadership:

Definition of Teams, Team Development, Types of Teams, Advantages vs. Disadvantages of Teams

The Control Process:

Parts of Control, Tools of Control

Change Control:

History of Change, Patterns of Change, Managing Innovation, Workplace Creativity

Diversity Management:

Stereotyping – Definition & Types, Negative Effects, Solutions

Human Resource Management:

Planning, Internal vs. External Factors, HRIS, Recruitment & Selection, Compensation, Performance Evaluation, Training & Development

Time Management:

Overcoming Procrastination, Tools

Ethics:

Social Responsibility, Definition of Fraud

\$1395

Course Materials Provided
Flexible Payment Plan

Job Placement Opportunities Provided

Chaguanas

665-6105/387-0488

80 Main Rd Montrose

Saturday

1:00-4:00pm

Call or Visit us at any of our locations (Mon -Thur: 8am -5:30pm/Fri-Sat: 8am-4pm)