

Jasper International E-Learning Academy



Management Effectiveness Series

E-Learning On-Demand

On Demand | Flexibility Built In | Focusing on Organisational Needs | Bite-Sized Learning |

This series forms some baseline competencies for Supervisors and Managers. It is designed around 8 Modules consisting of 64 Units of Learning. A module aims at developing a clearly identifiable and certifiable portion of a curriculum, expressed in terms of competence objectives. Units, too, are generally based on clearly defined objectives (often described in terms of titles like accountability, team leading, supervision etc.). Modules, however, are aiming higher – to enable learners to achieve a level of competence which should be described in terms other than team leading or accountability or other functions. Units often remain a sub-division of modules (although they may also be called in different ways: stages, steps, etc.), but the focus of modules – their overall organising principle - should be of a different kind. An example of a Module in The Management Effectiveness Series might be a Performance Management Module.

VS 1.5
6/5/2020

Management Effectiveness Series

People Skills (Module)

- | | |
|---|----------|
| 1. (Unit) Why People Become Difficult and What to do About It | 00:05:12 |
| 2. (Unit) How Do I Use Questions to Control Situations? | 00:01:32 |
| 3. (Unit) How Do I Become a Better Listener? | 00:02:37 |
| 4. (Unit) How Do I Deal With Difficult People? | 00:02:20 |
| 5. (Unit) How Do I Ask Open Questions? | 00:02:02 |

Select the or courses important in your organisation

Total: 00:13:43

Performance Management (Module)

- | | |
|---|----------|
| 1. (Unit) Dealing with Poor Performance | 00:01:39 |
| 2. (Unit) How Do I Give a Verbal Warning? | 00:03:32 |
| 3. (Unit) How Do I Start the Conversation? | 00:01:20 |
| 4. (Unit) How Do I Specify the Problem? | 00:00:55 |
| 5. (Unit) How Do I Highlight the Impact of Poor Behaviour? | 00:01:51 |
| 6. (Unit) How Do I Specify the Changes in Behaviour? | 00:02:09 |
| 7. (Unit) How Do I Explain the Consequences of Bad Behaviour? | 00:01:20 |
| 8. (Unit) How Do I Close the Conversation? | 00:01:32 |
| 9. (Unit) How Do I Write Objectives? | 00:01:56 |
| 10. (Unit) Why Bother with Objectives? | 00:01:00 |

Select the or courses important in your organisation

Total: 00:17:14

Meetings Management (Module)

- | | |
|---|----------|
| 1. (Unit) Running Effective Meetings | 00:03:59 |
| 2. (Unit) Getting the Results You Want Out of Meetings | 00:05:15 |
| 3. (Unit) How Do I Create a Meeting Agenda? | 00:02:05 |
| 4. (Unit) How Do I Schedule Meetings Effectively? | 00:01:55 |
| 5. (Unit) How Do I Become More Talkative at Meetings? | 00:02:24 |
| 6. (Unit) How to Control a Meeting by Setting Ground Rules? | 00:01:58 |
| 7. (Unit) How to Control a Meeting by Being Assertive? | 00:02:27 |

Select the or courses important in your organisation

Total: 00:20:03

Managing Teams (Module)

1. (Unit) The Bullied Manager	00:04:46
2. (Unit) Creating Accountability in Teams	00:03:43
3. (Unit) Managing Young People - What's Different?	00:04:34
4. (Unit) Encouraging Creativity in Teams	00:04:45
5. (Unit) Resolving Conflict in Teams	00:05:07
6. (Unit) Do I Delegate Effectively?	00:02:15
7. (Unit) Play Chess Not Draughts	00:01:26
8. (Unit) How Do I Deal With Mobile Phone Use at Work?	00:02:00
9. (Unit) How Do I Use Flexibility When Managing Young People?	00:01:46
10. (Unit) Should I Worry About Conflict in my Team?	00:01:38
11. (Unit) How Do I Identify Good and Bad Conflict in My Team?	00:02:06
12. (Unit) How Do I Prevent Conflict in My Team?	00:01:20
13. (Unit) When Do I Use My Authority to Resolve Conflict?	00:01:06
14. (Unit) How Do I Build Trust?	00:02:58
15. (Unit) How Do I Motivate My Whole Team?	00:02:18
16. (Unit) How Do I Decide To Whom I Should Delegate?	00:02:07
17. (Unit) How Do I Decide What Tasks To Delegate?	00:02:14
18. (Unit) How Do I Maximise the Chances of Achieving Team Goals?	00:02:15

Total: 00:48:24

Select the or courses important in your organisation

New Management Issues and Skills (Module)

1. (Unit) Becoming the Boss	00:03:02
2. (Unit) Fear of Making Mistakes	00:04:56
3. (Unit) Learn to Let Go	00:03:52
4. (Unit) Different Strokes for Different Folks	00:03:43
5. (Unit) Success Breeds Success	00:05:07
6. (Unit) The Importance of Humour	00:03:15
7. (Unit) Managing Friends	00:04:58
8. (Unit) How Do I Get My Team on My Side?	00:02:04
9. (Unit) How Do I Network Successfully?	00:02:10

Total: 00:33:07

Select the or courses important in your organisation

Women in Management (Module)

1. (Unit) Getting Heard at Meetings	00:04:45
2. (Unit) One of the Girls - A Good Idea?	00:04:55
3. (Unit) Office Politics - How to Play Them	00:05:10
4. (Unit) How to Deal with Being Ignored?	00:01:58
5. (Unit) How to Get Noticed?	00:02:19
6. (Unit) How Do I Present a Problem to My Boss?	00:01:12

Select the or courses important in your organisation

Total: 00:20:19

Time Management (Module)

1. (Unit) Prioritising Projects	00:03:45
2. (Unit) Making Your To Do List Work For You	00:03:59
3. (Unit) Some People are Too Good to Lose	00:04:44
4. (Unit) How Do I Deal With Interruptions?	00:02:06
5. (Unit) How Do I Manage My Email?	00:01:48
6. (Unit) How Do I Manage My Email InBox?	00:03:04
7. (Unit) How Do I Describe To Do List Tasks So They Work For Me?	00:01:47

Select the or courses important in your organisation

Total: 00:21:13

Job Seekers (Module)

1. (Unit) What is a Job Interview?	00:03:16
2. (Unit) What Should You Take to a Job Interview?	00:03:13
3. (Unit) Tell us About Yourself?	00:04:34
4. (Unit) What Can You Bring to This Job?	00:02:14

Select the or courses important in your organisation

Total: 00:13:17



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