



10-Day Mini MBA Course

Mini-MBA's are designed for managers who often don't have a formal MBA but want to get a better grasp on business essentials to help them progress in their careers. They follow the formal MBA format and introduce participants to the essential knowledge and skills to succeed. They also serve as a fantastic testing ground for people who are not certain they want to invest the time or money in a formal MBA program.

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In today's highly competitive environment, it is crucial to have a thorough understanding of the multi-dimensional issues faced in managing a business or department effectively. This "10-Day MBA" will focus on issues and dilemmas faced in today's changing world.

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At the end of this training, you will learn:

- To enable delegates to understand how human resource management is critical to success in increasingly competitive markets
- To learn the most effective approaches to gaining and sustaining personal effectiveness against a rapidly changing business environment
- To learn how to build effective teams and develop high levels of individual and team performance
- To present the power of strategic thinking and business planning in creating an environment and culture of profitable growth and positive change
- To understand the linkage and significance of aligning the strategic and operational levels of managing a business
- To enable delegates to cope with the changing determinants of sustainable high-level organizational and individual performance

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Who should attend?

Many types of delegate can expect to benefit from this Management & Leadership training course. Delegates with the following backgrounds would be appropriate:

- Commercial Managers
- Government Officials
- Managers in Financial Institutions
- Directors of Medium-sized Enterprises
- Scientific and Technical Managers
- Operational and Human Resource Managers

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Training Methods:

This The Oxford 10-Day MBA training course will be delivered in an interactive and fast-paced manner, combining several learning mechanisms. There will be some formal exposition of tools and techniques in each of the two modules. In addition there will be plenty of opportunity for discussion of real-life examples and for work in small groups on case studies. It is also intended to use DVD presentations by acknowledged world-class authorities on the main subjects.

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This training seminar is split into two modules:

- MODULE I - Mastering People Management & Team Leadership
- MODULE II - Strategic Thinking, Analysis & Business Planning

Each module is structured and can be taken as a stand-alone training course; however, delegates will maximise their benefits by taking Module 1 and 2 back-to-back as a 2-week training course.



MODULE I

Mastering People Management & Team Leadership

DAY 01 Understanding Your Role

- Key Definitions in Project Management
- The Project Life-Cycle
- Project Complexity Factors
- Project Strategizing and Managing the Triple Constraint
- Project Context & Environment
- Key Financial Concepts

DAY 02 Personal Effectiveness, Time Management and Delegation

- Understanding Yourself and Your Organisational Environment
- Outcome Orientation
- Setting Personal and Team Objectives
- Managing Performance
- Finding and Using Time Effectively
- A Model for Effective Delegation

DAY 03 Communication, Influence & Conflict Management

- Channels of Communication
- Effective Listening Skills
- Emotions and Rapport
- Persuasion and Negotiation: The Keys to Personal Influence
- Managing Conflict Assertively

DAY 04 Team Building, People Management and Motivation

- How high-performing teams work?
- Identifying Team Roles
- Teams in Practice: Teambuilding Exercise
- Motivation and Reward
- Building and Sharing a Vision
- Different Approaches to Leadership

DAY 05 Enhancing Team Performance through Coaching and Development

- How people learn?
- Coaching for Personal and Team Growth
- Feedback Skills
- Development Planning
- Next Steps



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MODULE II

Strategic Thinking & Business Planning

DAY 06 Strategic Thinking and Planning

- The Essence of Strategy – core concept and definition of terms
- The Difference between Good Strategy and Bad Strategy
- How to Think Strategically – some techniques
- Leadership and Management, Comparing Strategy and Operations
- Strategic and Operational Goals – the significance and difference
- Using the Strategic Management System

DAY 07 Developing Strategy – The Power of Business Analysis

- Understanding the Importance and Value of a “business model”
- Vision, Values, Mission and Goals – strategy as perspective
- Case Examples and Guidelines: Vision and Mission Statements
- Analysing your Business Environment
- How to Evaluate Your Organization’s Competencies and Capabilities
- Resource-based Approaches to Strategy

DAY 08 Strategy Development, Choice and Translation

- Levels of Strategy: Corporate, Business and Functional
- Competitive Strategy – strategy as position
- Emergent Strategies – strategy as patterns
- Uncertainty and Scenarios – strategy as plans
- Strategic Choice – how to select the best strategy
- Translating Strategy with Strategy Maps and Balanced Scorecards

DAY 09 Embedding Strategy in the Organisation

- Communicating Strategy and Managing Stakeholders
- How to Manage Strategic Risk
- Alignment of Operations with Strategy
- Strategic Performance Measurement
- Managing Implementation – effective execution of strategy
- Integrating Strategic and Operational Management Processes

DAY 10 Bringing It All Together

- Good Strategy - case examples
- Building a Strategy / Business Planning Team
- Analysing Business Models and Strategies in an Industry
- Understanding and Overcoming Psychological Bias
- Overview of the whole course
- Action Planning and Next Steps



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