

Management Units (non-award)

From DeakinPrime, the corporate education arm of Deakin University.

Just as no organisation can afford to stand still, management training must adapt to your specific challenges and goals to deliver strategic value.

DeakinPrime's flexible approach to management training enables organisations to quickly up-skill employees to meet current challenges head on, while providing relevant learning pathways for the future.

It's all about ensuring that people have the management essentials required to be truly effective and ultimately contribute to the improved performance of the organisation.

Program details

Delivery mode:

These units can be delivered as self-paced distance learning with facilitator support and workshop mode.

Duration:

The completion time is flexible given the self-paced delivery mode and is dependent on the number of units undertaken.

Who for:

Content is directly based on the skills inherent in a manager of a business unit.

Program features

DeakinPrime has the following essential management units available:

- Ensure team effectiveness
- Manage quality customer services
- Manage personal priorities and professional development
- Manage people performance
- Develop a workplace learning environment
- Manage an information or knowledge management system
- Ensure a safe workplace
- Manage an operational plan
- Facilitate continuous improvement
- Manage budgets and financial plans

Why DeakinPrime?

- These learning resources are a flexible alternative to an accredited qualification as they exclude the additional assessment requirements.
- They allow for specific skill-sets to be developed without having to complete a formal qualification.
- Individual competencies can be undertaken as 'stand alone' or clusters of units.
- Competencies can be chosen to match your business needs, and can be customised to reflect the policies and procedures of your organisation.

Next steps

To discuss the essential management skill needs of your organisation: please telephone 03 9918 9000 or email info@deakinprime.com.



DeakinPrime's Professional Manager Program is outlined below:

Ensure team effectiveness

This unit looks at the skills and abilities that good managers need to ensure an effective team.

Manage quality customer service

This unit provides hands-on learning to develop: evaluative and performance tools; recovery strategies; organisational planning to ensure customer needs are met and auditing; and benchmarking processes.

Manage personal priorities and professional development

This unit provides hands-on learning to develop: goal-setting and motivation tools; time management and organisational skills; personal and performance management skills; and an understanding of the different types of formal and informal learning and career management strategies to ensure a productive working life.

Manage people performance

This competency will demand that managers develop excellent interpersonal skills to guide and develop their team to peak performance, have skills in resolving interpersonal conflict, and be aware of the changing needs of the different generations that may be operating within a team.

Develop a workplace learning environment

This unit provides hands-on learning to develop: a learning environment within an organisation; an understanding of a learning culture; training and learning plans based on training needs analysis; recognition and performance strategies; coaching and mentoring strategies; and processes and evaluative tools.

Manage an information or knowledge management system

This unit not only focuses on managing knowledge and information systems but also on how organisations can build competitive advantage by ensuring that they have strategies in place to build human capital, an intangible asset.

Ensure a safe workplace

The theme throughout this unit is the moral, ethical and legal responsibilities regarding safety in the workplace. The major concepts are covered in this unit, including duty of care (both of employer and employee), risk assessment, the use of personal protective equipment, hazard control and identifying when a specialist is required to provide advice and assistance.

Manage operational plan

This unit seeks to make clear to participants the links between the various business goals—strategic, tactical and operational—as they relate to their organisation's mission. Emphasis is on dealing with operational variances in output as well as managing employee performance. For this reason, this competency complements the 'Manage people performance' unit.

Facilitate continuous improvement

This unit provides hands-on learning to develop: an understanding of quality in relation to continuous improvement; recovery strategies; using incremental steps to assist with the quality process; auditing and benchmarking processes that measure progress; and an understanding of the importance of documenting the evaluation and record-keeping process.

Manage budgets and financial plans

This unit provides emphasis on planning and implementing financial management approaches. Importantly, there is a focus on how the team members are engaged in aspects of financial operations, and monitoring and controlling finances.

DeakinPrime works to genuinely enhance the capabilities and performance of people, organisations and industries.

