

# Professional Management Program Study Plan

**November 2023 Intake**

Student Name:

Module	Dates
<b>Orientation</b> Online session – 1/2 hour	25 September 12 noon Online
<b>Core Modules</b>	
<b>Leading and Managing People</b> Understanding effective leadership and management characteristics. Managing yourself and building relationships with those around you. Dealing with conflict. Forming and participating in teams. Identifying methods of communication for the workplace.	TBA 2024
<b>Finance for Non-Financial Managers</b> Understanding and analysing financial information and accounting reports. Applying techniques of financial evaluation to assess proposed projects, including evaluating risk as part of preparing a business case. Understanding and applying “good practice” methods in preparing budgets and in exercising budgetary control.	TBA 2024
<b>Lean Six Sigma (Yellow Belt Advanced)</b> Applied problem-solving tools and techniques. Challenging the process, concepts of process-thinking, benchmarking and re-engineering. Understanding the drivers of customer satisfaction. Team based approaches to improving customer service, business processes and the concept of customer’s value of quality. How to foster a business climate of “continuous improvement”.	TBA 2024
<b>Elective Modules: please select two</b>	
<b>Project Management Essentials</b> Effective project management underpins the achievement business outcomes. As such, well-developed project management skills are highly valuable. This course provides a number of tools and techniques to enable participants’ to effectively execute decisions on time, on budget and in line with performance targets.	TBA 2024
<b>Leading Change</b> As the pace of change in corporate Australia accelerates, effective change agents are increasingly sought-after. Organisations rely on people who can lead and inspire others to implement change initiatives smoothly and successfully. This course explores change management from three interrelated perspectives to ensure change is understood holistically. These perspectives are: the individual, the organisation and the change agent.	Wednesday 1 & Thursday 2 November 2023 (8:45 a.m. - 4:30 p.m.)
<b>Emotional Intelligence at Work</b> Learn to lead your organisation more positively and effectively with emotional intelligence. Achievement is rarely about one person, therefore our engagement with others has a high impact on how we survive, grow, and thrive at work. Our ability to know ourselves, and take the time to understand others, are critical skills for professional growth. In this course, participants will learn	Wednesday 15 & Thursday 16 November 2023 (8:45 a.m. - 4:30 p.m.)

Module	Dates
the key elements relating to the practice of emotional intelligence, with tools, models and activities to immediately translate into your workplace.	
<b>Results Driven Coaching</b> There's no doubt that coaching has a remarkably powerful role to play in the successful manager's toolkit. Research proves that well-honed coaching skills can make a huge difference in a leader's ability to effectively influence specific behaviours that directly impact bottom-line results. This high impact short course provides the necessary framework and hands-on practice to master these vital performance-management skills.	Tuesday 21 & Wednesday 22 November 2023 (8:45 a.m. - 4:30 p.m.)
<b>Negotiation for Leaders</b> The ability to negotiate effectively is a critical business skill. The art of successful negotiation is a careful exploration and understanding of the interests and needs of the other side, with a view to achieving a positive outcome for all. This highly practical two-day course provides an overview of effective negotiation skills as well as the opportunity to practice your negotiation skills.	TBA 2024
<b>Capstone Module</b>	
<b>Strategic Thinking</b> Developing skills in strategic thinking. Analysing the internal and external environments. Evaluating long term strategies and guiding the direction of a business unit, department, division or organisation. Creating strategic flexibility. How to generate strategic alternatives and select the best option for implementation.	TBA 2024
<b>Communicate to Captivate</b> In addition to receiving feedback on your project proposals this session will help you develop the ability to grasp and present business information to confidently create and present persuasive presentations and reports.	TBA 2024
<b>Dress Rehearsal and Final Feedback</b> This session will allow you to present your draft strategic project and incorporate both facilitator and your peers' feedback into your final presentation and report.	TBA 2024
<b>Strategic Project Presentations</b>	TBA 2024
<b>Graduation and Celebration Event</b>	TBA 2024
<b>ePortfolio</b> The ePortfolio is a 'digital diary' to capture your self-evaluation and reflections of your knowledge and capabilities across the modules of the PMP. It also enables you to pull together your learning from the program as a whole. It is a tool for providing evidence of learning throughout the PMP and collecting relevant resources you can use in your ongoing professional practice.	Recommended to be done after each module <b>Submit by: TBA 2024</b>