

Course Outline

Managing Business Risk

Duration: 2 days

Learning Objectives:

This ILT Series course teaches students about organizational leadership and its role in guiding the organization toward vision fulfillment. Students will learn how to define an organization's vision, draft a vision statement and communicate it, set goals that are aligned with an organization's vision, and discuss the importance of planning changes before implementing them. Course activities also cover providing employees for organizational changes, motivating employees through change, solving problems encountered during change, and helping employees deal with grief and stress during changes. Students will also learn how leaders can help employees learn their roles in organizations, align their goals with those of the organization, and help prevent employee apathy. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success. Comes with a companion CBT program.

Target Audience:

Anyone

Topics Covered:

- Understand time
 - Principles of time management
 - Productivity cycles
 - Set goals and priorities
- Time management plan
 - Identify a time management plan
 - Daily pan
- Effective time utilization
 - Technology
 - Time wastage
- Productivity
 - Importance of productivity
 - Personal time wasters
 - Saying "No"
- Control information overload
 - Causes of information overload
 - Screening
 - Create files and organize the office
 - Communication