

CONTINUING EDUCATION

COURSE OUTLINE – The Effective Manager’s Toolbox

INSTRUCTOR: N/A

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PREREQUISITE(S): None

REQUIRED TEXT/RESOURCE MATERIALS:

Course materials are included.

CALENDAR DESCRIPTION:

There are a number of managerial factors that are vital in managing and leading. Becoming a better manager or leader is directly connected to how well you can master them. The Effective Manager's Toolbox is a suite of online modules designed to give managers a head start on managing issues correctly and professionally with less stress and fewer negative organizational circumstances. The modules offer an explanation of the managerial mindset that all managers and leaders must adopt to succeed.

After careful consideration of the relevant and reference managerial and leadership factors, including such topics as dealing with direct reports, solving problems, planning and budgeting, handling conflict, and others, you are given a series of video-based scenarios and asked to consider how you would handle the challenges presented for the most optimal results.

Upon completion, you are given a summary of what you’ve learned for quick reference while at work.

CONTACT HOURS: 15 hours

CEUs: 1.5

PDU: 15

DELIVERY MODE: Online self-paced

TRANSFERABILITY: N/A

GRADING CRITERIA:

Upon successful completion of the course, you will receive a Certificate of Completion.

EVALUATIONS: Learners must achieve a test score of at least 70% to meet the minimum successful completion requirement and qualify to receive IACET CEUs.

The following list outlines the PDUs you will earn for completing this course, based on the certification you have.

Designation	Technical	Leadership	Strategic/Business	TOTAL
PMP®/PgMP®	8	7	0	15
PMI-RMP®	1.75	7	0	8.75
PMI-SP®	0	7	0	7
PMI-ACP®	1.25	7	0	8.25
PfMP®	6.75	7	0	13.75
PMI-PBA®	0	7	0	7

STUDENT RESPONSIBILITIES: Completion of any practice lessons, quizzes, assignments, or tests.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Dates vary (refer to website for current availability).

LEARNING OUTCOMES:

Upon successful completion of this course, learners will be able to:

- Inhabit the managerial mindset
- Understand what employees want from their jobs
- Understand how managers lead
- Recognize the components of a manager's job including enforcing policies and procedures, controlling expenses, dealing with subordinates and superiors, planning and budgeting, recruiting and developing talent, and solving problems
- Implement the qualities that make an effective leader
- Address real-world managerial problems in customer service, cost budgeting, cost cutting, and vendor relations