

managementPAC portfolio

Management PAC

A good manager inspires and motivates their team, driving organisational goals and objectives and improving performance. Many people become managers because of their skill and expertise in a functional area not through natural aptitude. Yet 80% of managers receive no formal training or development in management skills, techniques and knowledge.

Management PAC is a complete online learning resource that encourages learners to think about and assess their current managerial skills and abilities and address the training and development needs that they identify.

An initial course, the Manager's Starter PAC explains the principles of this management theory and enables learners to formulate a Personal Development Action Plan. Twelve further courses on each of the management inputs are available to learners. These courses develop the skills and knowledge required to become an effective manager.

Management PAC enables learners to:

- Identify their own strengths and weaknesses, and create a personalised development plan to address these
- Understand the basic concepts of management and how to apply them in practice
- See the relationship between management inputs (the things they have direct control over) and management outputs (the things they are trying to do) and how to manage these to achieve their own and the organisation's aims
- Manage their team effectively ensuring good productivity and performance

List of courses

Manager's Starter PAC

Personal effectiveness

- Managing workload
- Delegation
- Networking skills
- Decision making

People management

- Leadership skills
- Coaching skills
- Managing High Performing Teams
- Recruitment and selection

Knowledge and systems

- Conducting performance appraisals
- Employment law for managers
- Business strategy
- Overcoming the fear of finance

Target audience

New managers will find that the course helps them to understand the process and achieve the skills required to be an effective manager.

Senior, or more experienced, managers will value the opportunity to spend time reviewing their approach and skills.

| | | MANAGEMENT OUTPUTS | | | |
|-------------------|------------------------|---------------------------|-----------|---------|---|
| | | Productivity | Alignment | Culture | |
| MANAGEMENT INPUTS | Personal Effectiveness | Managing workload | ● | ● | ● |
| | | Delegation | ● | | ● |
| | | Networking | ● | | ● |
| | | Decision making | ● | ● | ● |
| | People Management | Leadership | ● | ● | ● |
| | | Coaching | ● | ● | ● |
| | | Team management | ● | ● | ● |
| | | Recruitment and selection | ● | | ● |
| | Knowledge and Systems | Performance appraisals | ● | ● | ● |
| | | Law and compliance | ● | | ● |
| | | Business strategy | ● | ● | ● |
| | | Finance | ● | ● | ● |