

PNG INSTITUTE OF MANAGEMENT LIMITED

In affiliation with

NEW ZEALAND INSTITUTE OF MANAGEMENT

“Building Outstanding Leaders and Managers”



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PNG INSTITUTE OF MANAGEMENT LTD



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NEW ZEALAND INSTITUTE OF MANAGEMENT

NTC No.: 112

MANAGEMENT EXCELLENCE PROGRAMME



TRAINING WITH CREDIBILITY

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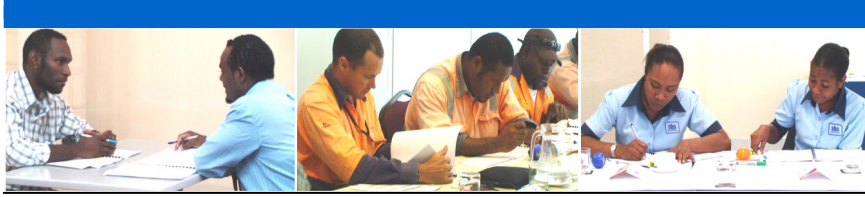
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We are able to help you find solutions to suit every need, level and style of management at workplaces.

PNGIM OFFERS:

- **Skill Development Training in Management and Leadership for people at workplaces**
- **NZIM and NTC Accreditations**
- **20+ years Business Management experience in PNG**
- **Provides opportunity for international quality training and learning experience in PNG**
- **Excellent programmes in management and leadership capacity building**
- **Master/Consultant Trainers, experienced in management principles used in today's business world. Expertise in Customizing, Designing and Adapting programmes to suit needs and goals.**
- **Programmes that focus on enhancing individual and team performances, efficiency and productivity**
- **Building leadership skills to benchmark, achieve personal career goals and company/organizational goals.**
- **Building High Performance Team Leader & Team Skills**
- **Management Modules training**

Welcome Readers!

The PNG Institute of Management (PNGIM) is

introducing the MANAGEMENT EXCELLENCE PROGRAMME (MEP) for the SENIOR—MIDDLE MANAGEMENT level to facilitate decision-making capacity in today's competitive business world.

This Management Excellence Programme is an innovative, practical learning approach, designed for SENIOR MANAGERS to build, enhance and benchmark their capabilities in the workplace.

There are 13 one day courses, which can be done as individual courses, or as a group of courses over a 10—18 month period, depending on personal choices. A Gold Achievement Award is given to participants that complete 10 courses within the Programme.

An individual's choice of courses may depend on the need for personal career development, to benchmark or build team productivity in an organisation.

This program is excellent for in-house team training for individual organisations, corporate entities or government departments to collectively develop effective management practices that benefit their workforce.

We offer the following 13 course for this programme:

- **Managing Work Priorities & Professional Development**
- **Manage Effective Workplace Relationships**
- **Presentation Skills**
- **Manage Quality Customer Service**
- **Project Management**
- **Manage People Performance**
- **Manage Budgets & Financial Plans**
- **Risk Management**
- **Facilitate & Capitalize on Change & Innovation**
- **Manage Operational Plan**
- **Develop a Workplace Learning Environment**
- **Health & Safety at Work**
- **Ensure Team Effectiveness**

Manage Work Priorities & Professional Development



Emphasis is on setting and meeting priorities, analyzing information and using strategies to develop further skills. This includes participating in meetings. Manage your own performance and professional development.

Manage Effective Workplace Relationships



Manage effective workplace relationships with regard to communication and representation. Analysing information, establishing systems to develop and maintain effective working relationships and networks, and implementing strategies to overcome difficulties.

Presentation Skills



Emphasis is on the skills and knowledge required to prepare, deliver and review a presentation to a target audience.

Manage Quality Customer Service



This programme emphasizes the development strategies to manage organizational systems that ensure products and services are delivered and maintained to standards agreed by the organization and the customer.

Project Management



The programme places emphasis on the performance outcomes, skills and knowledge required to manage a straightforward project or a section of a large project. It addresses the management of projects including the development of a project plan, administering & monitoring the project, finalizing the project and reviewing the project to identify lessons learnt for application of future projects.



Benefits of the Management Excellence Programme:

The programme is presented by an accredited consultant trainer, experienced and qualified in corporate management and skill development training. It is highly participatory and practical. It involves discussions, activities and case studies and there is on-going feedback and support.

Trainer - Richard Millar. Accredited with NTC, NZIM and NZQA
This trainer conducts the same courses in New Zealand bringing international expertise to PNG workplaces.
- Mark Jones. Accredited with NTC

Text Book *Management: Theory and Practice* by Kris Cole, an internationally recognized management reference and recommended for this programme.

Class size A group/team of 10 people per course allows effective learning.

Cost K1,800 per person each course, includes day meal and coffee/ tea.

Purchase of the text book is compulsory; as an additional cost and is available from PNGIM.

Duration 1 day per course. A selection of more courses may take 6—18 months to complete. The benefit of more courses is to provide a more complete learning experience.

In-House Programme can be tailored to achieve management strategies of an organisation.

Flexibility:

- No assessments required
- Training outside of Port Moresby is negotiable with conditions.
- In-house cost applies.



LEARNING OUTCOMES

On successful completion of this programme, it is expected you will have:

- The skills and attributes needed to be an effective manager
- The ability to undertake a range of management roles in an organization
- The ability to plan and implement management strategies
- An understanding of systems development and management process and planning
- An understanding of key communication strategies
- The ability to recognize, develop and implement continuous improvement strategies
- The ability to anticipate, plan and strategize for the future

Dynamic

PNGIM ensures the courses are kept up-to-date and deliver best practice learning for the PNG business environment

Manage People Performance



Emphasis is on understanding and describing the performance outcomes, skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.

Manage Budgets and Financial Plans



This programme places emphasis on planning and implementing financial management approaches, supporting team members whose role involves aspects on financial management, monitoring and controlling finances and reviewing and evaluating the effectiveness of financial management processes.

Risk Management



The programme places emphasis on identifying risks, analyzing and evaluating risks, treating risk, monitoring and reviewing the effectiveness of treatment of the risks. Risk Management processes aim to minimize potential adverse impacts and maximize continuity of operations.

Facilitate & Capitalise on Change & Innovation



The programme focuses on planning and managing the introduction and facilitation of change. Particular emphasis is on the development of creative and flexible approaches, and on managing emerging opportunities and challenges.

Manage Operational Plan



The programme focuses on the performance outcomes, skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organization's productivity and profitability plans.

Develop a Workplace Learning Environment



This programme describes the performance outcomes, skills and knowledge required to encourage and support the development of a learning environment in which work and learning come together.

Health & Safety at Work



This programme will provide you with up-to-date health and safety knowledge in regards to accident and incident procedures, hazards, isolation, minimization and elimination. Safe food preparation will also be covered so participants will have an in-depth understanding of how to take care of themselves, co-workers and customers when at work.

Ensure Team Effectiveness



The programme places emphasis on the outcomes that are required by managers to facilitate all aspects of team work within the organisation. It involves taking a leadership role in the development of team plans, leading and facilitating team work and actively engaging with the management of the organisation.

