Make good use of the power of people to achieve notable results
Basic Management Course

Understand what a manager should do and be able to actively work on management.

Specifically present the role of a manager and skills required for a manager to clarify what type of a manager you should be. Show scenes that are often seen in daily management in the form of animation to have students "feel" and "understand" the points. You can gauge yourself while learning using frequently provided "Review" sections. Management terms that managers have to understand are described as "Tips" in columns.

<Aim of course>

● Understand the role of manager in an organization and cultivate aggressive working stance toward management.

● Clarify ability required as a manager to expand as well as understand know-how to utilize it in practical business field.

● Consider an image of ideal manager in the future from standpoints of "Self-innovation" and "Leadership".

<Curriculum>

1．What a Manager Should Do?	1-1 What is a Manager? 1-2 The Three Requirements of a Manager 1-3 What If You Quit Your Company Right Now 1-4 "Business" and "People" 1-5 "Management" and "Innovation"
2．Managing Business Operations	2-1 Required Skills for Managers 2-2 Goal-Oriented Skills for Improving Performance 2-3 Organizational Skills to Make an Environment that Lets Members Work Comfortably 2-4 Operational Skills to Do a Perfect Job
3．Managing People	3-1 Communication Skills to Connect Team Members with the Organization 3-2 Motivational Skills to Motivate Members 3-3 Fostering Skills for Sure Growth of Members
4．Promote the Role of a Manager	4-1 Self-Control/Innovation Skills for a Self-Reliant Manager 4-2 To Exercise Leadership (Epilogue) ※Information Packet

<Outline>

Who should take this course	Manager (New/incumbent) and its applicant
Course material outline	●Expected learning time: 5 hours ●Shortest duration: 63minutes ●Number of tests: 2 （1st Set：20Qs,2nd Set：19Qs）

※本コースは日本語版『マネジメントの基本コース』を英訳した教材です。