



PrimeLearning.com™

# An eLearning Curriculum Overview

## PrimeManager™

### Proven Management Techniques

## Executive Summary

The PrimeManager™ curriculum describes proven management techniques to enhance the performance of managers who supervise staff performance. At the center of the PrimeLearning solution is world-class content. Our content partners are leading corporations, authors, academics, publishers and business experts.

### Our Unique Approach

At PrimeLearning.com, we strive to improve the skill level of individuals within your organization, as well as the business performance of your entire organization. That aim forms the foundation of our instructional design philosophy.

Objectives are at the very core of all PrimeLearning.com courses. Each course topic focuses on the accomplishment of specific performance objectives and the development of valuable new skills. The PrimeManager curriculum is both practical and relevant, using examples and case studies to present real-world work situations. Content areas are comprehensive, and depth of coverage is an important characteristic of each course.

Our PrimePath™ capability uses an initial learner assessment to recommend an individualized learning path based on demonstrated competencies. The mastery module provides the learner with measurable and documented evidence of improvement.

PrimeLearning.com courses employ an unprecedented number and variety of interactions to stimulate learning. These interactions extend beyond simple knowledge recall to invoke high-level thinking and problem solving. Optional live virtual classes and collaborative events further enhance the total web-based learning experience.

To facilitate continuous learning and performance improvement, course participants have convenient access to job and performance support aids that summarize key steps, processes, and guidelines. Resources such as Internet links, recommended reading lists, glossaries and company specific documents enable learners to tap into a continually updated archive of quick reference and on-the-job support materials. Workplace exercises enable learners to apply their new skills within their work environment.

### Fourteen PrimeManager™ Courses

#### Developing as a Manager

1. The Many Roles of a Manager

#### Communicating Successfully

2. Speak Without Talking
3. Manage Better by Listening
4. Assert to Achieve

#### Creating Successful Solutions

5. Identify the Core Problem
6. Solve Problems Creatively
7. Implement Solutions Decisively

#### Empowering Your Workgroup

8. Delegate for Results
9. Coach for Achievement
10. Evaluate Staff Performance

#### Cultivating Great Teams

11. Create an Invincible Team
12. Inspire Team Success
13. Team Briefings for Success
14. Resolve Conflicts Positively

The PrimeManager curriculum offers valuable insights and best practices for all levels of professionals who oversee the performance of other staff members:

- Managers
- Supervisors
- Team Leaders
- Project Managers

The PrimeManager courses leverage Internet technology to create an individualized and highly interactive learning environment. From presenting concepts, to detailing processes, to depicting relevant scenarios, to testing learner understanding, this entire curriculum engages professionals in a top-down roll-out of proven techniques. Each web-based course is broken down into multiple topics, enabling the learner to focus easily on areas where improved proficiency is required. Supplemental virtual classroom sessions can incorporate a live-instruction component, while job aids, workplace exercises, topical links, and other resources round out the learning experience.

## The PrimeManager™ Curriculum

### Developing as a Manager

Duration: 2-3 hours  
Prerequisites: None  
Courses: The Many Roles of a Manager

Today's managers encounter many different roles while performing their duties. This module incorporates a series of exercises to help participants assess their individual skill sets and create a personal development plan to improve their performance as managers.

### Communicating Successfully

Duration: 5-6 hours  
Prerequisites: None  
Courses: Speak Without Talking, Manage Better by Listening, Assert to Achieve

Successful managers must pay attention to the entire message that they are delivering. It is not always the words spoken that provide the true meaning of the message; it is often the way in which they are spoken. This module reviews how non-verbal communications - such as body language, listening skills, and assertiveness - can influence the meaning of your message.

### Creating Successful Solutions

Duration: 5-6 hours  
Prerequisites: None  
Courses: Identify the Core Problem, Solve Problems Creatively, Implement Solutions Decisively

Maintaining a focus on the real issue of a situation is the primary task of the creative solution process. This module offers a series of inventive techniques to drive the creative decision-making process from identifying the root cause, to determining innovative alternatives, to negotiating the best solution.

### Empowering Your Workgroup

Duration: 5-6 hours  
Prerequisites: None  
Courses: Delegate for Results, Coach for Achievement, Evaluate Staff Performance

Leveraging the talents of your team is key to successful management. This module describes techniques that managers can use to develop the professional skills of their staff through the use of delegation, coaching, and constructive appraisal tools.

## Cultivating Great Teams

Duration: 6-8 hours  
Prerequisites: None  
Courses: Create an Invincible Team, Inspire Team Success, Team Briefings for Success, Resolve Conflicts Positively

Even a group of the highest achieving individuals require balance and coordination. This module introduces several techniques to help managers identify the strengths and weaknesses of the team members. Several team building strategies are discussed including motivational techniques, team-focused communications, and constructive conflict resolution.

### For more information

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