



Part 1: Strategic Planning

1. Do you have a clear plan on how you will achieve the goals of your organization?
2. Are you aware of the external threats and opportunities that could impact your organization in the longer term?
3. Do you understand the different approaches to strategic planning, and how to align these with your desired outcomes?
4. Do you understand when and how you should involve other stakeholders in your strategic planning process?
5. Do you know how to use objective techniques (as opposed to opinions) to define your internal strengths and weaknesses?
6. Are you able to apply techniques to develop and assess several scenarios?
7. Do you know how to define a clear and actionable strategy?

If you answered **no** to one or more of these questions, then **Effective Strategic Plans** would be very helpful for you. **Optimizing Results with Performance Management** would also be helpful.

Part 2: Optimizing Results with Performance Management

1. Do you have a clear understanding of the terms vision, mission, strategy, goals, objectives, values, measures and targets?
2. Do you understand the benefits of a Results Based approach to management?
3. Do you understand how to link your business unit goals to organizational plans (such as the strategic plan) with the Balanced Score Card?
4. Are you able to set clear and measurable goals for your business unit and each of your employees?
5. Do you set clear expectations for your employees, including the use of employee performance plans?
6. Do you know how to apply different types of performance measures (quantitative, qualitative, objective, subjective)?
7. Are you able to effectively evaluate and communicate results?

If you answered **no** to one or more of these, then **Optimizing Results with Performance Management** would be very helpful for you. This course is also a good foundation for our course on **Improving Employee Performance**. You can sign up for both courses under the bundle **Total Performance Management** at \$299 for both courses (\$199 each individual)

Part 3: Improving Employee Performance

1. Are you able to effectively apply non-disciplinary approaches to help your employees perform better?
2. Are you able to clearly communicate your expectations to employees and use an employee performance plan to define how they will be evaluated?
3. Do you know how to set goals that are specific, measurable, attainable, relevant and time-bounded?
4. Are you able to use a variety of tools and techniques to provide a fair evaluation?
5. Do you communicate the results of your evaluation effectively, providing both positive (reinforcing) and corrective feedback?
6. Do you know how to help your employee assess problems, determine the barriers to their success and develop a plan on how to overcome them?
7. Do you understand the individual nature of motivation, and how to apply different types of motivation?

If you answered **no** to one or more these, I recommend first taking **Optimizing Results with Performance Management** and then following with **Improve Employee Performance**. The two combined will give you solid skills in all aspects of performance management. These can be taken together as a bundle called **Total Performance Management**, at a special rate of \$299 for both courses (\$199 individual). However, the courses are designed so that you can take them individually. So you could just jump in to **Improve Employee Performance** if you wish.

Part 4: Cross Cultural Leadership

1. Is your workplace becoming more multi-cultural?
2. Have you experienced conflict and/or communication problems when working with employees, clients, suppliers, partners from other cultures?
3. Have you felt that some team members just don't seem to understand what is expected of them or just don't try to fit in?
4. Do you want to leverage the positive aspects of diversity?
5. Do you want to become aware of you own cultural conditioning, and how that impacts your beliefs and behaviour?
6. Do you want to be able to provide effective leadership with people from different cultures?
7. Do you want to help your cross cultural team to perform better?

If you answered **yes** to one or more of these, then I recommend taking our **Cross Cultural Leadership** course. If you answered yes to number 6 and 7, then you will also want to take our advanced course when it becomes available soon.

Part 5: Change Management and Leadership

1. Can you explain the difference between change leadership and change management?
2. Do you have a clear understanding of the drivers for change in your organization?
3. Do you know the factors that can influence people's perception of change, and influence either acceptance or resistance?
4. Do you know why 70% of change initiatives fail?
5. Are you aware of best practices and frameworks for change management?
6. Do you have effective tools for managing change?
7. Can you identify how employees and other stakeholders may be impacted, and use techniques to inform and engage them in the process?

If you answered **no** to one or more of these questions, then **How to Lead and Manage Change** will be very helpful. Change is happening all around us, so this will be an increasingly important skill.

Part 6: Problem Solving and Decision Making

1. Are you faced with complex problems or decisions in your workplace?
2. Do you feel you need more structure and tools to manage through these complex and often difficult situations?
3. Have you ever felt that you solved a problem, but it comes back – perhaps in different forms?
4. Do you need to involve others (employees, managers in other departments, stakeholders) in problem solving and decision making?
5. Have you found that people seem to have different opinions and perspectives on the problem, and it can be difficult to move forward?
6. Would you like to have objective and relevant information to support your decision making?
7. Do you want a systematic approach to find the root cause of problems, evaluate options, reach decisions and implement solutions?

If you answered **yes** to one of more of these questions, then **Advanced Problem Solving and Decision Making Techniques** is for you! This course focuses on tools and techniques for solving complex and complicated problems, collecting information and using a variety of techniques to support effective decision making.

Start learning now! Enroll in the Strategic Manager and sign up for your first course: www.strategic-manager.teachable.com

