

# Management Milestones - Essentials



## Expand Your Developing Managers Skills?

Online business skills courses  
Rich, interactive and engaging content  
Align to your business and learner needs  
Mapped to industry qualifications and business standards  
Simple to use interactive packages to build a well-rounded set of business skills

## The Product

An organisations people can provide it with its competitive edge and the Management Milestones collection provides online content, available when it is needed, to enable the development of critical competencies for business success. The Management Milestones – Essentials series is a portfolio of 43 training courses that cover a comprehensive range of management, communication, personal, financial and business skills and last in the region of 2 hours each. These courses are designed to help supervisors, developing and middle managers to meet the wide range of challenges faced in today's business environment. Courses are entirely browser-based for easy integration into standard networks and are suitable for delivery via an intranet, the internet or a Learning Management System. The course construction allows easy integration into most Learning Management System (LMS) environments.

## Product features

### - Highly Interactive and Engaging Content

Each course is highly interactive with UK voice-over, graphical exercises, and extensive testing functionality. The emphasis of this range of courses is on high quality written and spoken content, and thought provoking questions.

Courses have been developed by a panel of subject matter experts with input from world-renowned individuals such as Professor John Adair and Sir Ludovic Kennedy. This involvement ensures that the theories and models used are in line with standard and up-to-date management thinking and terminology.

A screenshot of the Management Milestones Essentials course interface. At the top, there is a blue header with the "Management Milestones essentials" logo. Below the header is a navigation bar with icons for HOME, SOUND, SEARCH, PRINT, and EXIT. The main content area features a question: "If the situation dictates who the leader should be, what qualifies one person, rather than another, to lead in any given situation?" To the right of the question is a photograph of a woman presenting to a group of people. Below the question are four radio button options: "Position - job title, rank, status etc", "Knowledge - technical, professional", "Personality - qualities of influence, charisma", and "A combination of all the above". At the bottom, there is a footer with "Module: 1 of 17, Page: 28 of 73" and "Current Score: 0 out of a possible 21 (0%)", along with BACK and NEXT navigation buttons.

Developing potential  
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## - Flexibility of Uses

All courses in the Management Milestones – Essentials series can be used in two very different ways, depending on the user's needs.

- **Tutorial Mode** - This involves going through the course from start to finish, from first principles to advanced techniques
- **Just-in-time Mode** - Each chapter has a "check my understanding" option, which can be used to decide which parts of each module are most relevant at that time

## - Mapping Course Material to Qualifications and Standards

The Management Milestones – Essentials portfolio of courses is unique in that all the learning material fully supports the following occupational standards and qualifications.

- MCI/NVQ - Management NVQs (National Vocational Qualifications) from the Management Charter Initiative
- SFEDI - Performance criteria and knowledge requirements for the SFEDI (Small Firms Enterprise Development Initiative) standard
- IIP - The skills and knowledge taught in this course contribute to specific assessment indicators within the Investors in People UK standard

The material can also:

1. Be mapped against the requirements as laid out in your competency framework ensuring staff at different levels in your organisation receive learning specific to their needs
2. Be mapped against modules and segments in a number of ILM (Institute of Learning and Management) qualifications to provide a comprehensive and flexible means of supporting learners undertaking these courses
3. Be used as an open resource bank to offer employees a support mechanism in their everyday working lives

All the Management Milestones – Essentials courses have been developed with specific personal development goals in mind, enabling organisations to match materials to their specific competency frameworks.

- **Sound:** UK English is optional with on/off button
- **Typical course durations:** On line courses last about 1 hour with the CD version about 2 hours
- **Customisable:** The online course is completely customisable
- **Usable Formats:** Ideal for use via an Intranet, LMS or LCMS
- **Web/Hosted Options:** available for all Management Milestones courses
- **End of Course assessments:** At the end of each of the courses the user is able to take a full test which reinforces the learning experience. The products offer interactive assessment and assignments. If there are areas that need to be revisited, these can be quickly identified and addressed. The achievement of these test scores can be recorded in your Learning Management System, if being used.
- **User Licences:** An annual per user licence is available for the online version of the products and a perpetual unlimited user licence for the CD format

## Have to develop Your Managers?

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