

**The Management Skills
 Development Series**

....powered by



Your success demands a wide range of management skills. Each management development blended learning Skill Pack helps you master important, related skills so you develop the in-depth expertise you need to get ahead fast.

Caribbean Partners



Providing Training & Education in
 Business and Finance



Harvard ManageMentor provides you with expert advice from world-renowned business leaders. Using audio downloads, video clips, interactive activities, and other tools, you have access to practical information that you can use immediately to address the issues that you face that day. Forty-four modules address fundamental business topics including Business Essentials, Communication Skills, Personal Development, Strategy Essentials, Working with Teams, and Working with Individuals.

[\(Download Brochure Here\)](#)

IMPROVING PRODUCTIVITY SERIES

Get The Most Out Of Your Time & Team

Improving productivity is more than just a matter of working faster; it's about accomplishing more with limited resources. This hands-on Harvard ManageMentor based skills development series includes webinars, tips, tools, and tactical advice on four essential management topics to help you get the most out of your time and your team.

Module 1: Delegating - Offers tools for assessing any assignment, matching employee skills to tasks, and supporting the delegation all the way to completion.

Module 2: Project Management - Covers the four major phases of a project--planning, build-up, implementation, and phase-out.

Module 3: Meeting Management - Addresses when to meet, how to plan for a meeting, how to keep a meeting on track, and how to do proper follow-up.

Module 4: Time Management - Shows how to prioritize your tasks--what to concentrate on and for how long, as well as what to set aside.

The Improving Productivity Series provides you with these 4 Harvard Managementor modules with "how to" action steps, and interactive exercises that help prepare you for real-world challenges; and presents information in a quick-scan format that is easy to use and readily accessible on your desktop.

The 1 hour webinars are facilitated by subject matter experts from Knowledge Works Consulting and includes pre and post assessments for each module and a impact survey and certification upon completion.

Upcoming Webinar Schedule (8:30 to 9:30 AM EST)

- Module 1:** Delegating – Thursday, Feb 16
- Module 2:** Project Management – Thursday, March 1
- Module 3:** Meeting Management – Thur, Mar 15
- Module 4:** Time Management – Thursday, Mar 29

Program Cost

4 ONLINE Modules Only

US\$100

4 ONLINE Modules & Webinars

US\$250

[Download Registration Form Here](#)

How to get Started

In Jamaica:

KWC - 876-978-4671 or 876-361-3048

JIFS – 876-754-5051 or 876-754-5052

Eastern Caribbean

CHSB – 246-424-7731 or 876-424-7652

Email: info@kworksconsulting.com

Visit: www.kworksconsulting.info

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Harvard Managementor Offered By



Is the sole Caribbean Distributor
 for Harvard's Corporate online
 learning programs

REGISTRATION FORM

Course Title: Management Skills Development Series

Program: Communications Managing Effectively Improving Productivity Business Fundamentals

Format: Online Module Only Full Package of Modules & Webinars **Start Date:** _____

Company:		
Address:	City:	Country:
Name:	Position:	
Office Telephone #:	Mobile Phone #:	e-mail Address:

Kindly accept registration for the following individuals

	Participant	Email Address	Tel #
1			
2			
3			
4			
5			
6			

Payment Options

Directly to Knowledge Works Bank Wire Instructions	Participants in Jamaica: Cheques payable to Jamaica Institute of Financial Services	Participants in the Eastern Caribbean Cheques or Credit Card payable to Cave Hill School of Business
To: Knowledge Works Consulting 8551 West Sunrise Blvd, Suite 302, Plantation, FL 33322 Bank of America, 1775 Howell Mill Rd, Atlanta, GA 30318, Account #: 003275736199, Wire Routing Number 026009593 Swift Code: BOFAUS3N	3 rd Floor, Victoria Mutual Bld 24 Knutsford Blvd, Kgn 5. Tel: (876) 978-6212, Ext: 226 Fax: (876) 927-9405 Attention: Coleen Grant	University of the West Indies, Cave Hill, St. Michael Barbados Tel: (246) 424-7731/7652 Fax: (246) 425-1670 Attention: Faridah Grant

CANCELLATION POLICY

Applicants will be refunded 50% of total fee paid, if their written notice of cancellation is at least 7 days prior to the date of the programme. There will be no refund for cancellation made within two (2) days of the program start date. Substitutions may be made at any time. The programme facilitators reserve the right to cancel the programme at any time, if there is insufficient enrolment. In that event, full course fee paid will be refunded.