

Administrative Manager
Core Competencies

Behavior	Series	Course Title	Course #	Estimated Duration
Organize department and determine department mission, vision and goals				
Strategic and long range planning and implementation				
Analysis and interpretation of rules and regulations				
System, program, policy and procedure development				
Staff selection, training, evaluation, supervision and performance management				
Creating and managing budgets				
		Achieving Organizational Excellence Through Critical Thinking		
		Critical Thinking Strategies Simulation	PD0250	<u>0.5</u>
		Organizational Scope of Critical Thinking	PD0255	<u>3.5</u>
		Advanced Management Skills		
		Managing in a Global Business Environment	mgmt_02_a01_bs_enus	<u>3</u>
		Managing Cross-Functions	mgmt_02_a02_bs_enus	<u>3</u>
		Managing For High Performance	mgmt_02_a03_bs_enus	<u>4</u>
		Managing For High Performance	mgmt_02_a03_bs_enus	<u>4</u>
		Managing Upward Relationships	mgmt_02_a05_bs_enus	<u>3</u>
		Business Execution		
		Business Execution Blended Learning Toolkit	BLTLE015	<u>0</u>
		Business Execution Simulation	LEAD0150	<u>0.5</u>
		Creating a Business Execution Culture	LEAD0152	<u>8</u>
		Getting Results Without Authority		
		Leadership Without Authority	COMM0513	<u>3</u>
		Going from Management to Leadership		
		Going from Management to Leadership	BLTLE014	<u>0</u>
		The Mark of a Leader	LEAD0141	<u>4.5</u>
		Communicating a Shared Vision	LEAD0142	<u>4.5</u>
		The Enabling Leader	LEAD0143	<u>5</u>
		How to Overcome Negativity in the Workplace		
		Overcoming Organizational Negativity	MGMT0313	<u>2</u>
		Knowledge Management Fundamentals		
		Final Exam: Knowledge Management Fundamentals	fe0008_eng	<u>0</u>
		The Art of Knowledge Management	KNOW0101	<u>3.5</u>
		Putting Knowledge to Work	KNOW0103	<u>4</u>
		Being a Knowledge Activist	KNOW0105	<u>3</u>
		Leadership Skills for Women		
		Leadership Skills for Women Simulation	LEAD0130	<u>0.5</u>
		The Secrets of Female Leaders	LEAD0131	<u>2.5</u>
		Leading from the Front Line		
		Organizational Culture and Leadership	LEAD0122	<u>2.5</u>
		Energizing and Empowering Employees	LEAD0123	<u>2.5</u>
		Leadership and the Knowledge Worker	LEAD0124	<u>2.5</u>
		Managing Software Project Outsourcing		
		The Outsourcing Project	232209_ENG	<u>3.25</u>
		Moving From an Operational Manager to a Strategic Thinker		
		Thinking Strategically	stgy_01_a01_bs_enus	<u>2</u>
		Sustaining Competitive Advantage	stgy_01_a02_bs_enus	<u>3</u>
		The Imperatives of Innovation and Leadership in Strategy	stgy_01_a03_bs_enus	<u>2.5</u>
		Planning and Implementing a Business Strategy	stgy_01_a04_bs_enus	<u>2.5</u>
		Systems Thinking in the 21st Century		
		Building a Healthy System	STGY0402	<u>2.5</u>
		Systems-thinking Models and Thinking Skills	STGY0403	<u>2.5</u>
		Redesigning Your Organization: Part 1	STGY0405	<u>3</u>

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		Redesigning Your Organization: Part II	STGY0406	3
		Working without a Net - The Business of Risk		
		Risk Basics	PD0241	<u>2</u>