This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Putting Diversity to Work

Course Number: AXO84-015
Days: One Day
Description: Putting diversity to work in today's organization is everyone's job. More and more, organizations are seeing that true success occurs on not just one, but on three bottom lines: profit, people, and planet. This book focuses on the business case and best practices for bringing the best out of all kinds of people. It is written for people who manage people and care for the places in which people work.

Topic-Level Outline

Part 1: Enabling Your Organization to Embrace Diversity

Improving the Bottom Line Through Diversity
Taking Advantage of Diversity in Your Organization
Identifying Your Stakeholders on a Mind Map
Facilitating Stakeholder Synergy
Five Organizational Traits That Support Diversity Diversifying Your Organization's Supply Chain
Benchmarking to Improve Diversity Practices
Embracing Diversity Strategies from Benchmarking
Return on Invested Capital (ROIC)
Recognizing the Sings of Success

Part 2: Developing Yourself to Embrace Diversity

Common Ideas About Diversity
What Exactly Is Diversity?
66 Ways We Differ
Exploring Your Values
Rethinking Your Biases and Assumptions
Learning About Others
Becoming a Diversity Leader
Making Diversity Your C-H-O-I-C-E
Getting IN-IN-IN to the Diversity Mind-set
Transitioning Through Change
Progress Check

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (http://www.collegeafricagroup.com)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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- EXCEL
- WORD
- POWERPOINT
- OUTLOOK
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- PROJECT
- (www.collegeafricagroup.com)

SOFT SKILLS

- SALES NEGOTIATION
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- KEYBOARDING
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Excel Automation
(Excel Automation)

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Master MS Project for quick info and outcomes
(MS Project)

KEYBOARDING

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Learn to touch-type and be more accurate.
(Keyboarding)

EBOOKS AND ONLINE TAINING

Excel Essentials 2013 Ebook, workbooks, and solutions.
Excel Intermediate 2013 Ebook, workbooks, and solutions.
Excel Advanced 2013 Ebook, workbooks, and solutions.
Excel comprehensive online courses, email for more details.

CONTACT DETAILS

Arnold Muscat
Direct 083 778 4903
Email: sales@collegeafricagroup.com
Click to Join our Loyalty

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Call Centre: 0861 114 679
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