



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 - Excellence in Management, Revised Edition

Course Number: AXO84-051SG

Days: Self Study

Description: This book presents six keys to excellence in management. Examples of “best” and “worst” managers are provided for comparison. Exercises and case studies cover succeeding as a leader, communicating, persuading and influencing people, creating superior service, managing time, and much more.

Topic-Level Outline

Topic Outline not posted from Website/ Provider

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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