COLLEGE AFRICA GROUP

Learn To Earn

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 - Team Sponsorship

Course Specifications

Course Number: ELK88–889 | **Course Length:** 0.5 day(s)

Course Description

Course Objective: You will acquire skills and strategies to sponsor teams.

Target Student: This course targets any employee responsible for sponsoring a team, as well as employees moving into managerial or executive roles.

Prerequisites: To ensure your success, we recommend you first take the following Element K courses or have equivalent knowledge:

- Negotiating Skills
- Getting the Results Without the Authority

Hardware Requirements

If you wish to use the overheads provided on the CD-ROM, you will need to set up a computer for yourself. If time allows and you wish to use the business simulations provided on the CD-ROM in the classroom, you will need to set up a computer for each student participating in the class.

- A Pentium® III with 500 MHz (or better), or Macintosh® Intel-based or PowerPC G4 (or better) processor.
- At least 512 MB of RAM.
- A monitor capable of 1024 x 768 screen resolution and 32-bit color display.

Software Requirements

Each computer requires the following software:

- Microsoft® Windows® 7, Windows Vista®, Windows® XP (Professional or Home Edition), Windows 2000, or Apple® Mac OS® X 10.4 (or higher).
- Microsoft® Internet Explorer® 7 (or higher), Mozilla® Firefox® 2 (or higher), or Apple® Safari® 2 (or higher), with pop-up blocking turned off.
- Adobe® Flash® Player 8 (current version recommended).

Course Objectives

Upon successful completion of this course, students will be able to:

- Sponsor an ad hoc team and a standing team.
- Sponsor a natural team.

Course Content

Lesson 1: Sponsoring Standing and Ad Hoc Teams
Topic 1A: The Structure of Teams
Topic 1B: Sponsor an Ad Hoc Team
Topic 1C: Sponsor a Standing Team

Lesson 2: Sponsoring a Natural Team
Topic 2A: Start a Natural Team
Topic 2B: Develop Your Natural Team

Appendix A: Sponsor's Checklist for Ad Hoc Teams
Appendix B: Sponsor's Checklist for Standing Teams
Appendix C: Sponsor's Tasks by Development Level
Appendix D: Problems and Solutions Index

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

EBOOKS AND ONLINE TAINING

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

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Get fast reports!
Master MS Project for quick info and outcomes
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