



FUNDAMENTALS OF MANAGEMENT

PROGRAM OVERVIEW

PERSONA



Initiator

COMPETENCY



Demonstrating
Intellectual Insight

SKILL



Business
Acumen

This 2 day program is designed to equip entry level leaders with the foundational skills and knowledge needed to develop business acumen. Participants will learn how to recognize key elements of business operations, contribute meaningful insights in team discussions, and build a solid understanding of how their roles align with organizational goals. Through practical exercises, they will explore ways to ask impactful questions, analyze tasks, and identify incremental improvements in their areas of responsibility.

PROGRAM OBJECTIVE

By the end of this program, participants will:

- **Understand Business Fundamentals:** Gain a foundational understanding of key business principles and their application to daily tasks.
- **Enhance Decision-Making:** Identify small but meaningful improvements in processes that contribute to team and organizational success.
- **Build Confidence:** Strengthen the ability to actively participate in team discussions and contribute to achieving business objectives.



PROGRAM OUTLINE

MODULE 1:

DEVELOPING SELF-LEADERSHIP

- Understanding the principles of self-leadership and its role in success.
- Setting personal goals that align with organizational objectives.
- Building self-awareness to identify strengths and growth areas.

MODULE 2:

BUSINESS ACUMEN FOR ENTRY-LEVEL LEADERS

- Introduction to business strategy and how individual roles align.
- Understanding the key drivers of organizational success.
- Connecting day-to-day work to broader organizational goals.



MODULE 3:

HR FOR NON-HR PROFESSIONALS

- Recognizing the role of HR in driving business outcomes.
- Basics of performance management and feedback.
- Understanding workplace policies and how they apply to daily tasks.

MODULE 4:

FINANCE FUNDAMENTALS FOR NON-FINANCE PROFESSIONALS

- Breaking down financial statements: Understanding revenue, costs, and profits.
- The basics of budgeting: Allocating resources effectively.
- How financial insights drive business decisions.

MODULE 5:

PROBLEM-SOLVING AND ANALYTICAL THINKING

- Breaking problems into manageable parts for analysis.
- Tools for making informed decisions in ambiguity.
- Translating insights into actionable improvements.

MODULE 6:

BUILDING CURIOSITY AND ASKING BETTER QUESTIONS

- Developing curiosity about business operations and trends.
- Techniques for asking insightful questions to deepen understanding.
- Exploring how curiosity drives continuous learning and innovation.

Period

2
Days

Program designed for:

Specialist, Analyst,
Team Member

