



Global Management Academy

G-IAM Business Administration Qualifications

Global Management Academy

Designed for busy managers at all levels, The Global Academy provides aspiring and experienced managers with structured online career development pathways. Key features of G-IAM Qualification Programs include:

- **3 Management Levels:** develop your knowledge and skills in your current or aspired level of management.
- **Skills Profiles:** Comprehensive skills profiles in each course – share with your managers and peers.
- **Duration:** 9 months access from date of registration.
- **Credentials:** get recognition for your learning with internationally recognized Management Credentials.

Learning with GMA

GMA learning programs provide feature:

- **Online learning:** through videos, online lectures, quizzes, and self-assessments.
- **Offline Learning:** downloadable learning manuals (100+ pages) with each course.
- **Course Duration:** each course takes 10 to 20 hours to complete (depending on level)
- **Assessment:** Online M|C Exams for each program.
- **Support:** continuous personal tutor support through email and Zoom.
- **Certification:** Downloadable Course Certificates shareable on social media.

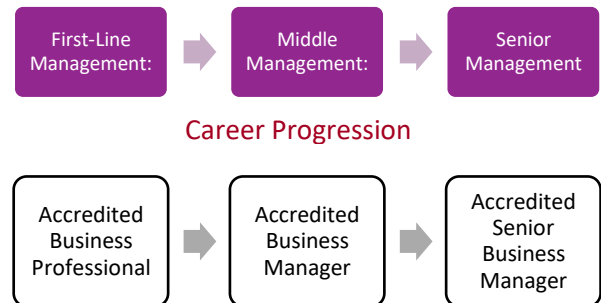
The GIAM Competency Framework

GMA courses are classified into 6 categories based on the internationally recognized G-IAM competency framework. The courses in your program will mainly comprise BUSINESS AND FINANCE Management courses and selected vital management courses from several related competency disciplines.



G-IAM Qualification Levels

Global Human Resources management program are available at 3 levels of management enabling you to continue learning throughout your career.



Management Credentials

Showcase your achievements with Global Management Credentials.

On completion of 10 courses and online M/C examinations, you will be eligible for a G-IAM Management Credential.



3 Credentials are available:

- **FIRST-LINE MANAGEMENT- FOUNDATION CERTIFICATE:** Complete 10 required courses.
- **MIDDLE MANAGEMENT - DIPLOMA:** Complete 10 required courses.
- **SENIOR MANAGEMENT – ADVANCED DIPLOMA:** Complete 10 required courses.

The learning outcomes you've demonstrated are translated into a digital certificate and digital badge, issued, and managed through the Global Credential platform. This enables you to manage, share and verify your competencies digitally.

Skills and your Career

All Global courses feature skills profiles, which are derived from internationally recognized skills frameworks use by leading recruitment companies.

Global Digital credentials enable employers to gain a granular understanding of a candidate's capabilities. and what they can bring to the role. This is also helpful for internal use. As you gain additional digital credentials, your managers will be aware of your growing value within the organization and your readiness for new challenges and promotions.

Accredited Business Administration Supervisor Qualification Courses

The Accredited Business Administration Supervisor Qualification comprises the following 10 courses:



Understanding Organizations

- This course provides a comprehensive introduction to the core principles of marketing and how they are applied to marketing consumer goods, industrial products and services. In addition, you will learn how to analyze your customers base to identify growth opportunities.



Foundations in Management

- Designed for new supervisors and managers, this comprehensive foundations in management course will provide you with the knowledge and skills to effectively plan and allocate work, and control your team with confidence and authority.



Developing and Managing Budgets

- In this course you will learn what to include in the different types of budgets, and about budgeting best practice, and alternative budget approaches you may encounter. The course provides guidance, practical assignments, and numerous tools to help you develop budgets for most types of organization.



Managing Service Quality

- The focus of this course is on service quality, and helps managers develop the tools and techniques to evaluate service quality, and set standards and processes in place to both maintain and continually improve the quality of service provided to customers.



Foundations in Human Resources Management

- This course provides managers and aspiring Human Resource Management professionals with an essential introduction to the scope of HRM, and provides the foundation for good management practice across the organization.



Foundations in Cost Management

- This course provides non-finance professional with a comprehensive introduction to the principles of cost classification, costing methods and tools to apply in analyzing and reviewing the costs in your team or business unit. You will also learn a range of techniques to apply to reduce costs and improve profitability...



Solving problems at Work

- Designed for anyone responsible for resolving issues quickly, this Course in the Problem Solving Program will provide an overview of the entire creative problem solving process, as well as introducing key problem solving tools that you can use every day



Planning and Managing Team-Work

- This course is designed for managers tasked with setting up teams to plan for and execute complex team activities.



Managing Business Meetings

- This course in the Managing Meetings is designed to give you the tools you need to initiate and professionally manage your meetings.



Managing Employee Performance

- This course will enable you to learn techniques to plan for and manage employee performance, and the communication and other techniques required to manage successful performance interview and employee development planning meetings.

Accredited Business Administration Manager Qualification Courses

The Accredited Business Administration Manager Qualification comprises the following 10 courses:



Foundations in Accounting

- This comprehensive course is designed for managers and staff who require a detailed understanding of accounting – including non-financial managers and executives, budget holders, accounts personnel and support staff working with accounts.



Managing People for Performance

- This course will help you control over the work of your team, to be able to demonstrate to your CEO and the Board the visible commitment of your team to delivering on business objectives. It will also help you get more out of your team through the use of proven tools and techniques and to enhance team motivation, and commitment to delivering results



Managing Recruitment and Selction

- This very comprehensive course in Managing Recruitment is designed for HR Personnel, and managers who need to gain expertise in recruiting and selecting personnel.



Budgetary Planning and Control

- In this course, you will learn how to take more control over the budgeting process, and identify ways in which you can ensure your budgeting process and reporting processes work for your business unit, and enhance business performance.



Foundations in Financial Management

- Designed for managers in non-financial roles, this course will equip you with the knowledge to interpret financial statements easily, and to participate with confidence in management meetings and dialogue on the financial planning and performance of the organization.



Understanding Organization Culture

- The Global CRM training course provides provides a strategic approach to customer engagement enabling you to build an integrated organization-wide management system which will improve your firm's sales process, build customer loyalty, and significantly improve your bottom line.



Managing Change in the Organization

- The course is designed for managers planning to undertake a change a change initiative within the organization, or those leading a team that is experiencing change and want to understand how the team can maximize its contribution during the change process.



Developing your Leadership Styles

- The course is designed for experienced managers seeking to understand the leadership styles used in their own organization, and to develop their range of leadership styles, and apply these to differing work contexts and demands.



Develop and Manage Operations Plans

- The course provides the guidance and tools with which managers can develop and implement operational plans to ensure that the objectives and strategies outlined in the strategic and/or business plan are met by work teams.



Managing Physical Resources

- This course is designed for managers responsible for the planning for, purchasing and management of physical resources to support the efficient functioning of a service or manufacturing operations. This course will equip you wit the knowledge to make informed decisions on purchasing and resources management in the organization.

Accredited Senior Business Administration Manager Qualification Courses

The Accredited Senior Business Administration Manager Qualification comprises the following 10 courses:



Reviewing Business Performance

- This very comprehensive course introduces various frameworks for reviewing and modeling business performance, and provides you with a wide range of analysis tools to review performance across the key areas of the business and to prepare for the roll-out of a performance review in your organization



Managing Risk in the Organization

- In this course, managers, and other professionals tasked with managing risk, will learn the practical skills necessary to perform regular risk assessments, treat and control risks, and introduce best practice risk management into their organization.



Strategic Management

- The focus on this course is on engaging your people, and embedding the processes and practices which will promote the vision, encourage alignment, enable accountability and motivate your leadership team and your people to 'make strategy happen'.



Capital Budgeting

- Learn how to interpret and apply the major methods of capital budgeting, including discounted cash flow, payback, NPV, return on investment and risks associated with capital budgeting. You will be able to apply your new skills to rank capital investment proposals and support informed management decisions.



Developing a High-Performance Organization

- High-Performing organizations achieve higher levels of revenue generation, profitability, higher returns for investors, and display higher levels of employee retention, motivation and productivity. In this course, you will learn about the elements of leadership and management (the levers) which can be applied to build a high performing organization.



Executive Leadership in Practice

- This course is designed for experienced senior managers seeking to acquire a comprehensive insight into their own leadership capabilities and performance, and to develop the skills to extend strategic leadership across the organization..



Leading and Managing Innovation in the Organization

- This very comprehensive course will help you develop your knowledge and skills in entrepreneurship and management of innovation, and apply this knowledge to the development and realization of new business ventures



Managing Corporate Social Responsibility

- This course is will provide you with the knowledge and skills to consult with stakeholders to develop, implement and evaluate corporate social responsibility policy within an organization.



Finance for Senior Managers

- This course provides experienced managers with the knowledge to analyze the main financial statements, and to interpret financial performance using a wide range of key financial ratios, enabling you to make informed contributions to strategic financial decision making at the senior management level within the organization



Managing Business Performance

- In this course, you will acquire an indepth understanding of the theory and best practices in business performance management, and how to develop frameworks for measuring and reprotng performance, using best practice methodologies and technologies.

Contact us to get started.

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