



## MIME Solutions – Training Courses

Training Course	Description	Who should attend
<b>A. GENERAL MANAGEMENT</b>		
<b>A.1 Managers Toolkit</b>	Introduction to a basic management toolkit containing a variety of tools and techniques relating to business planning, people management, operational effectiveness and business change, etc.	Personnel involved in day to day decision making, control of finances and personnel.
<b>A2. Business Planning Toolkit</b>	Introduction to a structured process and toolkit for the generation of a business plan	Managers involved in business planning
<b>A.3 Business Performance Measurement</b>	Based around the concept of the balanced scorecard, lean metrics and the development of a strategic dashboard	Managers involved in business performance management
<b>A.4 Risk Management</b>	Introduction to the concept of risk, its assessment and management through the use of a series of methods and tools.	Personnel involved in day to day decision making with an impact on operational and financial performance.
<b>A.5 Problem Solving</b>	Practical use of a variety of industry standard tools and techniques.	Personnel involved in day to day decision making and longer term strategic planning.