BUSINESS MANAGEMENT SERIES

This series covers some basic concepts of business management. It discusses common responses to pressure and different behavior types, determining your performance zone and vicious and vital cycles. It also covers the principles of commitment, confidence, and control, and how to develop and positive attitude, and includes instruction on using visualization to reach your peak performance. Also covered is stress management and concepts of project management, including creating a work breakdown structure and effective goals and objectives, and creating a resource plan for your project.

COURSE 1: PRESSURE

- Identify Type A, B and C behaviors
- Describes the three performance zones
- Recognize your performance zone
- Identify vicious and vital cycles.

COURSE 2: THE THREE C'S

- Use a commitment check to increase your awareness of those things you are committed to and those that you aren't
- Increase your confidence by understanding and overcoming fear
- Recognize mental and physical warning signals that you're experiencing fear and respond with reality checks
- Recognize the elements in a situation that you can control and those that you can't and focus on what you can do to influence things in your favor.

COURSE 3: VISUALIZATION

- Review their personal highlight film
- Create the perfect performance
- Describe ideal modeling
- Manage mistakes in their personal highlight film

COURSE 4: STRESS MANAGEMENT

- Recognize stress in different aspects of life
- Distinguish between positive and negative stress
- Classify the various types of stress responses
- Differentiate between various personality types
- List the methods for coping with stress
- Design and practice a personal exercise program.

COURSE 5: PROJECT RESOURCES

- Create a resource plan
- Use cost data to plan a project
- Prepare a cost baseline plan
- Design means for reporting status and accomplishments
- Describe the progress of your project
- Identify computer applications for use with project planning.