

Business Management Essentials Certified (BMEC)TM Training Syllabus

Provided by the Management and Strategy Institute

Course Overview

This training program provides a foundational understanding of business management principles, focusing on essential management skills, business ethics, accounting, leadership, project management, process improvement, and change management. The course is designed to equip professionals with the knowledge required to manage business operations effectively.

Course Format: Self-paced, online

Course Duration: Approx. 20-30 minutes

Assessment: Knowledge-check quizzes and final certification exam

Introduction to Business Management

Objective: Define business management and its role in organizational success.

Topics Covered:

- Definition of business management
- Key areas of management (office administration, finance, quality assurance, sales, project management, marketing)
- Importance of leadership in business operations

Fundamentals of Management

Objective: Understand the core responsibilities and functions of managers.

Topics Covered:

- The role of managers in business success
- Task-oriented vs. work-oriented management approaches
- Key responsibilities of managers: hiring, training, supervision, problem-solving
- Effectiveness vs. efficiency in management

Accounting & Financial Management

Objective: Learn essential accounting principles for business success.

Topics Covered:

- Importance of financial management in business operations
- Cash method vs. accrual method of accounting
- Understanding financial tracking and reporting
- Business accounting best practices

Business Etiquette & Ethics

Objective: Develop professional conduct and ethical decision-making skills.

Topics Covered:

- Definition and importance of business etiquette
- How etiquette impacts branding, customer care, and team synergy
- Business ethics and corporate responsibility
- Ethical obligations towards employees, customers, investors, and the community

Project Management Essentials

Objective: Gain an understanding of effective project planning and execution.

Topics Covered:

- Characteristics of successful projects
- Common causes of project failure
- Five stages of project management: initiation, planning, execution, monitoring, closing
- Strategies for successful project completion

Process Improvement & Six Sigma

Objective: Learn methods for improving efficiency and reducing waste.

Topics Covered:

- Overview of process improvement methods (Lean, Six Sigma, 5S, Kaizen)
- Understanding the DMAIC (Define, Measure, Analyze, Improve, Control) methodology
- Cost of poor quality and customer satisfaction impact
- Implementing process improvement strategies

Change Management

Objective: Understand the role of change management in business growth.

Topics Covered:

- Organizational growth and failure risks
- The importance of leadership in managing change
- Change management frameworks
- Strategies for fostering a change-oriented corporate culture

Final Certification Exam

After completing all training, learners will take a **final certification exam** to earn their **Business Management Essentials Certified (BMEC)™** certification.