



Expect to
Outperform®

Canadian Management Centre

The Skills You Need, When You Need Them

Courses Designed to Build Your Skills and Confidence



Essential Skills Guide

Get the essential skills you need to succeed

To get ahead you need the right skills at the right time to keep your career momentum going. Whether you're just starting out or you're a seasoned professional, we've made it easy to find the right course for you with the profiles below.

Which one are you?



New Professional

- Less than 5 years' work experience
- Your role requires you to plan and organize your work, contribute to projects and collaborate with others



Mid-Level Professional

- Less than 10 years' work experience
- You may have been promoted to manager or supervisor, or have been in the role a short time
- Your role requires you to think more strategically and manage the productivity of your team



Experienced Professional

- More than 10 years' work experience
- Mid- or senior-level manager/director or above
- Your role requires you to lead a business function, large projects and/or manage teams



Project Managers

- Your real challenge is leading people and managing stakeholders to achieve your goals
- You need effective techniques to manage conflict and influence others for improved productivity and delivery
- You want to focus on the skills required by PMI's Talent Triangle™ for professional accreditation

COURSES FOR: NEW PROFESSIONALS

Essential skills to get ahead: Time management, collaborating, communicating and influencing others



Meet Neelam. She is new to the workforce, resourceful and excited about her career path. However, Neelam's manager has spotted a few communication and interpersonal challenges she will have to overcome. She still hasn't quite mastered when and how to communicate to get the information and direction she needs to get things done and can lack confidence and shy away from taking the necessary action to complete her tasks.

If you share the same challenges as Neelam, here are some courses to help take you from where you are to the next level.

Getting Results Without Authority

3 Days

The ability to win respect, influence people and cultivate cooperation is essential to career success. Learn how to influence individuals and outcomes without the use of formal authority. This course focuses on the key elements of influencing others when there is lack of authority, personal power, persuasion and negotiation. Practice using persuasive communication and other techniques to take your influencing skills to the next level.

Fees: Member \$2,195/Non-Member \$2,395

For more information visit: cmcoutperform.com/32532

Communicating Up, Down & Across the Organization

2 Days

Gain recognition, build stronger work relationships and deliver high-value results! Leaders appreciate when employees practice upward communication – taking responsibility to communicate new ideas, innovations and better ways to get work accomplished. This course offers practical and adaptive strategies for upward communication – as well as across and downward communication – to inform and influence others no matter where they fit on the organization chart.

Fees: Member \$1,845/Non-Member \$1,995

For more information visit: cmcoutperform.com/32203

Time Management

2 Days

Make time work for you. Get out of the time-trap and improve your productivity! Identify causes of procrastination and indecision, pinpoint personal time-wasters and increase your concentration and focus. Learn to schedule your time more effectively, stay on track and keep important goals top of mind so you can stay in balance and be more effective.

Fees: Member \$1,845/Non-Member \$1,995

For more information visit: cmcoutperform.com/32233

Not sure which course is right for you? Our training advisors are ready to help you at every stage of your career. Call us today at 1-866-929-1590

COURSES FOR: MID-LEVEL PROFESSIONALS

Essential skills to get ahead: Leadership, team management and strategic thinking



Meet Marco. He's concerned about whether he has the complete skills his role requires: to manage workloads, provide direction and guidance, and create the right team environment to fuel their emotional needs. If he can overcome these hurdles, he knows he'll succeed in getting everyone around him to become more productive and achieve the team's goals.

If you share the same challenges as Marco, here are some courses to help take you from where you are to the next level.

Management Skills for New Supervisors & Managers

3 Days

Manage, coach and inspire your team to new levels of performance! Learn key concepts and practice using tools for communicating, leading change, coaching and inspiring that will enable you to build a high-performing team of engaged employees. Walk away with a powerful action plan to leverage your new skills and transform your management challenges.

Fees: Member \$2,195/Non-Member \$2,395

For more information visit: cmcoutperform.com/31248

Leading with Emotional Intelligence

3 Days

Ignite commitment and help your team reach their greatest potential. Every leader must have strong and impactful relationships so their organizations can be highly effective, fast reacting, and innovative. Learn using an integrated competency approach to help you develop this crucial skill. You'll get hands-on opportunities to practice and apply methods for consistently using emotional intelligence.

Fees: Member \$2,295/Non-Member \$2,545

For more information visit: cmcoutperform.com/32133

Developing a Strategic Mindset

2 Days

Train your mind to be more strategic and start making a difference in your organization! Developing strategic thinking skills is critical for both your business and leadership success. This course equips you with a framework and techniques that can be applied to your daily workplace reality. You will leave as a stronger and more confident strategic thinker.

Fees: Member \$1,845/Non-Member \$1,995

For more information visit: cmcoutperform.com/92242

COURSES FOR: EXPERIENCED PROFESSIONALS

Essential skills to get ahead: Leadership, coaching and strategic planning



Meet Yao. Recently his influence has grown, and he has been entrusted with solving bigger problems to drive performance improvements within his organization. He'll need to sell a strategic plan that secures ample resource commitments so he and his team can deliver the expected results. To meet these challenges head on he'll have to focus on building credibility and stronger relationships, create a more positive environment and motivate and empower members of his team.

If you share the same challenges as Yao, here are some courses to help take you from where you are to the next level.

Strategic Planning: From Vision to Action

2 Days

Maximize your leadership contribution. Learn a comprehensive, step-by-step strategic planning approach you can apply immediately back in the workplace. Through each step, you'll practice a variety of strategic planning tools and work through multiple case examples. Return to work a more competent and confident strategic planner.

Fees: Member \$1,845/Non-Member \$1,995

For more information visit: cmcoutperform.com/92565

Coaching Skills for Effective Leadership

2 Days

Engage the best in people to achieve results. Effective leaders know that the way to get exceptional results is by learning coaching techniques to help you connect people with their talents, interests and potential. Coaching expands capacity and confidence, while driving greater commitment to organizations and their goals.

Fees: Member \$2,195/Non-Member \$2,395

For more information visit: cmcoutperform.com/32506

Canadian Management Centre's 5-Day "MBA"

5 Days

Led by experts in finance, strategy, marketing and management, get grounded in the essential elements of senior-level business courses. Learn to make more informed decisions, develop successful strategies and achieve personal and organizational goals. Gain insights into how business functions must be integrated and aligned to achieve success. Participate in challenging exercises and case studies to prepare you to accelerate your career to the next level of excellence.

Fees: Member \$2,945/Non-Member \$3,195

For more information visit: cmcoutperform.com/32561

Not sure which course is right for you? Our training advisors are ready to help you at every stage of your career. Call us today at 1-866-929-1590

COURSES FOR: PROJECT MANAGERS

Essential skills to get ahead: team building and collaboration, conflict management and critical thinking



Meet Patti. She loves the challenge of her job. She wishes others appreciated that it takes more than technical skills to deliver successful projects. She spends a lot of her time on communication-related activities that drive results through other people. Patti is confident that focusing her development on the non-technical aspects of her role will enable her to be a more direct contributor to strategic solutions and organizational success.

If you share the same challenges as Patti, here are some courses to help take you from where you are to the next level.



Critical Thinking

2 Days

Gain a competitive advantage by learning to think critically. As a critical thinker, you'll be able to step back, examine your thinking process and make better decisions. Learn to ask the right questions, challenge assumptions, and see others' viewpoints with greater clarity. Generate better results in a shorter time by applying these powerful thinking skills.

Fees: Member \$1,845/Non-Member \$1,995

For more information visit: cmcoutperform.com/32533

Communicating Up, Down and Across the Organization

2 Days

Gain recognition, build stronger work relationships and deliver high-value results! Leaders appreciate when employees practice upward communication – taking responsibility to communicate new ideas, innovations and better ways to get work accomplished. This course offers practical and adaptive strategies for upward communication – as well as across and downward communication – to inform and influence others no matter where they fit on the organization chart.

Fees: Member \$1,845/Non-Member \$1,995

For more information visit: cmcoutperform.com/32203

Collaborative Leadership Skills

2 Days

Drive team cohesion and get things done. Becoming a more collaborative leader will give you the ability to break down silos, energize your team and bring out the best in others. This course gives you the roadmap to be an adaptive leader who can create clarity and vision while building mutual trust with your team and other departments. Learn to establish a culture that operates as an open and united group, so that you can inspire optimal performance.

Fees: Member \$1,995/Non-Member \$2,195

For more information visit: cmcoutperform.com/32186

Choose the money-saving option that works for you!

For Individuals

Act now and save!

Register by May 31 for a classroom course in July or August and save \$250!¹

Use priority code ERLY19

For Organizations

CMC Membership

A simple way to spread the savings across your entire organization.

- Complimentary registration into a CMC Classroom course
- Up to \$300 off every registration
- \$500 off your first two on-site training programs
- Special access to global affiliate pricing
- Access to members-only promotions

Course Savings Pass

Buy now and train throughout the year. Train multiple people AND make the most of your budget.

3 Pack	6 Pack	12 Pack	18 Pack
\$5,400	\$ 10,200	\$19,200	\$27,900

¹ For complete offer details visit: cmcoutperform.com/fast-track

For complete details visit cmcoutperform.com/pricing-options

About Canadian Management Centre

Canadian Management Centre courses give you the skills and tools to interact in every business situation with diplomacy, control, confidence and clarity. For more than 55 years, Canada's top organizations have counted on us to train their best and brightest – helping them build superior managers and leaders to propel their organizations into the future.

