



A complete Online Business Education Training Program on demand!

Business Success Management Systems Course Certification Details

Level 5

Chapter 1

- Congratulations on your Level 4 Certification!
- Lesson 1 - Continuing your Journey!
- Lesson 2 - Communication is a 6-Way Street!
- Lesson 3 – Outline of the Level 5 Course

Chapter 2 - Overall Management System

- Lesson 1 - Business Systems
 - Page 1 – Business Manager Position
 - Page 2 – Creating and Synchronizing Business Systems
 - Page 3 – Self Rating Business Systems Survey
- Lesson 2 - Business Form and Organization
 - Corporate Forms and Effects
 - Your Business Professionals Team
- Lesson 3 - Business Strategies and Leadership
 - Page 1 – Keeping Business Simple
 - Page 2 - Business Ethics
 - Page 3 - 7 Phases of a Career
- Lesson 4 - Building Business Value
 - Page 1 – Building Long Term Business Value
 - Page 2 – Advisory Boards

Chapter 3 - Marketing Management System

- Lesson 1 – Marketing Overview
 - Page 1 – Marketing Manager Position
 - Page 2 – Marketing Advantages of Small Companies
 - Page 3 – Competitive Intelligence Charting
- Lesson 2 – Internal Marketing
 - Page 1 – Internal Marketing Presentation
 - Page 2 – Surveys, continued
- Lesson 3 – External Marketing
 - Page 1 – External Marketing Presentation
 - Page 2 – Donations
 - Page 3 – Public Relations and Community Involvement
- Lesson 4 - Intellectual Property
- Lesson 5 – Web Site

Chapter 4 - People Management System

- Lesson 1 – Hiring and Orientation
 - Page 1 – Human Resources Manager Position
 - Page 2 – Hiring Good People!
 - Page 3 – Group Interviewing
- Lesson 2 – Employment Handbook – Individual Programs/Departments
- Lesson 3 – Position Descriptions or Contracts
 - Page 1 – Employment Contracts
 - Page 2 – Independent Contractors
- Lesson 4 – Evaluations
 - Page 1 – Ongoing Evaluations
 - Page 2 - 360 Degree Reviews
 - Page 3 – Rave Reviews!
- Lesson 5 – Total Compensation - Bonuses, Profit-Sharing, Benefits
 - Page 1 – Profit-Sharing Progressive Programs
 - Page 2 – Internal Staff Program Discounts
 - Page 3 – Recognition Programs
- Lesson 6 – Payroll
 - In House versus Payroll Service
- Lesson 7 – Professional Development and Continuing Education
 - Passionate Performance
 - Owner Education System
- Lesson 8 – Staff Meetings and Teamwork
 - Social Events and Retreats
 - Teamwork Development Guidelines
- Lesson 9 – Exits, Warnings, Dismissal
 - Employee Complaint Form
 - Legal Dismissal Reasons
 - Exit Interviews

Chapter 5 – Information (Data) Management System

- Lesson 1 – Enhanced Customer Service
- Lesson 2 - Office Duties and Procedures
- Lesson 3 - Telecommunications
- Lesson 4 – Billing & Collections
- Lesson 5 – Getting Additional Value from your Computers

Chapter 6 - Financial Management System

- Lesson 1 – Financial Manager Position
- Lesson 2 – Simplified Chart of Accounts
- Lesson 3 - Financial Statements and Financial Ratios
- Lesson 4 – Financial Software Matching Departments
- Lesson 5 - Defined Programs and Financial Reports

Chapter 7 - Facilities Management System

- Lesson 1 – Facility Energy Audit
- Lesson 2 – Leasing and Subleasing Guidelines
- Lesson 3 – Future Space Planning

Chapter 8 - Risk Management System

- Lesson 1 - Risk Management Audit
- Lesson 2 - Insurance Coverages
- Lesson 3 - Security Systems – continued
- Lesson 4 - Emergencies – major situations
- Lesson 5 – Business Contingency Planning

Chapter 9 - Ownership

- Lesson 1 - Growing into Ownership
- Lesson 2 - Owning the Business
- Lesson 3 - Succession Planning

Level 5 Learning Assessment Test

Preview of Level 6 Advanced Leadership Course



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