Management Essentials

This Course Collection is designed to provide core managerial skills: people management, operations management, financial management, and coaching.

Who this is for
New managers, aspiring managers, or existing managers looking to upskill and refresh their core competencies.

COURSES INCLUDE:

- Leadership Toolkit for Managers
- Coaching Conversations
- Organizational Behavior: How to Manage People
- Inspiring Leadership through Emotional Intelligence
- Giving Helpful Feedback
- Finance for Non-Finance Professionals
- Foundations of Everyday Leadership

This Course Collection features courses from the Vanderbilt University, the University of Illinois, UC Davis, IESE Business School, and Rice University.
Leadership Toolkit for Managers

DESCRIPTION

Personal branding is critical for today’s executive—it distinguishes you as a competent authority, helps you establish your own goals for continuous improvement and development of your strengths as a business leader, and empowers you to lead change in your organization through effective management of yourself and others.

SKILLS ACQUIRED

- Leadership
- Personal Branding
- Coupon
- Management
- Personal Advertisement

TOPICS

- Introduction
- Managing Self: Developing Your Personal Brand
- Leading Teams and Organizations
- Leading Change

PRACTICE

- 3 Quizzes
- 0 Peer-Reviewed Assignments
- 0 Programming Assignments

RATING

4.8 out of 5 stars

TIME

- ~12.2 hours total
- ~5.3 hours of video
- ~6.9 assignment hours

TAUGHT BY

Ray Friedman
Owen Graduate School of Management

Ranga Ramanujam
Owen Graduate School of Management
SKILLS ACQUIRED

- Coaching
- Management
- Project Management
- Management By Type

DESCRIPTION

Throughout the Coaching Skills for Managers specialization, we've discussed many topics for improving coaching conversations with our employees. It is now time to put all of that theory and discussion into practice and examine great examples of common coaching conversations! Note: This course builds on all previous courses in the Coaching Skills for Managers specialization.

TOPICS

- ★ Missing Deadlines and Dealing with Change
- ★ Former High Performer & Consistently Late to Work
- ★ Dealing with Difficult Colleagues & Coaching the Coach
- ★ Key Takeaways for Effective Coaching

PRACTICE

- 4 Quizzes
- 1 Peer-Reviewed Assignments
- 0 Programming Assignments

SPECIALIZATION

Coaching Skills for Managers

RATING 4.7 out of 5 stars

TIME

- ~10 hours total
- 2.5 hours per week
- ~2.7 hours of video
- ~5.2 assignment hours

TAUGHT BY

Kris Nathworth
CEO, Founder & Instructor
Organizational Behavior: How to Manage People

DESCRIPTION

Peter Drucker, a pioneer in the field of management, once said that people have a perverse tendency to behave like human beings. Of course, we are not machines, and certainly not programmable. But through the study of organizational behavior, we can gain insights into what makes people tick within a work context.

SKILLS ACQUIRED

- Leadership
- Management
- Communication
- Management Styles
- Organization
- Development

TOPICS

- ★ Course Overview & Week 1: Motivation
- ★ Week 2: Leadership
- ★ Week 3: Teamwork
- ★ Week 4: Culture

PRACTICE

- 4 Quizzes
- 1 Peer-Reviewed Assignments
- 0 Programming Assignments

SPECIALIZATION

- Foundations of Management

RATING

- 4.6 out of 5 stars

TIME

- ~11 hours total
- ~2.8 hours per week
- ~4.2 hours of video
- ~6.8 assignment hours

TAUGHT BY

Annaloes Raes
Assistant Professor
SKILLS ACQUIRED

- Leadership
- Emotional Intelligence
- Coaching
- Communication
- Mindfulness

Case Western Reserve University

Inspiring Leadership through Emotional Intelligence

DESCRIPTION

Emotional intelligence, hope, mindfulness, and compassion help a person reverse the damage of chronic stress and build great leadership relationships. The Positive and Negative Emotional Attractors inspire sustained, desired change and learning at many levels.

TOPICS

★ Resonant Leadership Renewal As an Antidote to Chronic Stress
★ Emotional Intelligence and Its Link to Leadership
★ Inspiring and Motivating Sustained Development, Growth and Learning

PRACTICE

- 14 Quizzes
- 1 Peer-Reviewed Assignments
- 0 Programming Assignments

TIME

- ~23.6 hours total
- 3 hours per week
- ~4.6 hours of video
- ~19 assignment hours

SPECIALIZATION 

Inspired Leadership

RATING 4.7 out of 5 stars ★★★★★

TAUGHT BY

Richard Boyatzis
Distinguished University Professor
SKILLS ACQUIRED
- Staff Management
- Communication
- Coaching
- Psychology
- Supervision

DESCRIPTION
This course teaches you the simple principles expert managers use to improve and motivate employee performance. You’ll never have to avoid telling an employee “the truth” again, because the seven techniques we teach will not make employees defensive or afraid.

TOPICS
- ★ Introduction to Giving Positive Feedback
- ★ Negative Feedback: Use With Caution
- ★ The Seven Essential Feedback Skills - Part I
- ★ The Seven Essential Feedback Skills - Part II

PRACTICE
- ★ 5 Quizzes
- 0 Peer-Reviewed Assignments
- 0 Programming Assignments

SPECIALIZATION
RATING 4.6 out of 5 stars

TIME
- ~6.8 hours total
- ~2.2 hours of video
- ~4.6 assignment hours

TAUGHT BY
Tracy Jennings
Management and Entrepreneurship Division
Management Essentials

SKILLS ACQUIRED

- Finance
- Capital Budgeting
- Corporate Finance
- Financial Statement
- Financial Accounting

Rice University

Finance for Non-Finance Professionals

DESCRIPTION

This short course surveys all the major topics covered in a full semester MBA level finance course, but with a more intuitive approach on a very high conceptual level. The goal here is give you a roadmap and framework for how financial professional make decisions. We will cover the basics of financial valuation, the time value of money, compounding returns, and discounting the future.

TOPICS

★ Basic Principles of Financial Valuation
★ Discounting
★ How to Spend Money
★ Measuring Cash Creation and Flow
★ How Much Does Money Cost? Evaluating the Cost of Capital

PRACTICE

- 6 Quizzes
- 0 Peer-Reviewed Assignments
- 0 Programming Assignments

TIME

- ~16.3 hours total
- ~5 hours of video
- ~11.3 assignment hours

SPECIALIZATION

RATING 4.8 out of 5 stars ★★★★★

TAUGHT BY

James Weston
Professor of Finance

Link to course
SKILLS ACQUIRED
- Leadership
- Decision-Making
- Communication
- Management
- Strategic Management

DESCRIPTION
In this course you will learn about the “head and heart” of everyday leadership, individual decision making, group decision making, and managing motivation. The objectives are to understand why and how leadership skills are so critical to organizational success, and learn the foundations of effective leadership skills.

TOPICS
- Course Orientation
- Module 1: Head and Heart of Everyday Leadership
- Module 2: Individual Decision Making
- Module 3: Group Decision Making

PRACTICE
- Quizzes: 7
- Peer-Reviewed Assignments: 2
- Programming Assignments: 0

SPECIALIZATION
Strategic Leadership and Management

RATING 4.8 out of 5 stars ★★★★★

TIME
- Total Hours: ~12.2
- Hours per Week: ~2.7
- Hours of Video: ~9.5

TAUGHT BY
Gregory Northcraft
Professor of Business Administration and Harry J. Gray Professor of Executive Leadership

Jeffrey Loewenstein
Associate Professor of Organizational Behavior