

MAUS

Mini MBA

A practical guide to business management



"A worthwhile quick reference manual for trainers and managers"

Gordon Tindall,
General Manager, The
Westhaven Association

"It's simple, just make time to use it"

Dennis Purcell
General Manager,
Thomas Bros, Mitsubishi

"Great, simple, effective layout"

Kerry Newman, OHS
Officer, Muswellbrook Crane
Services Pty Ltd

Want to increase your management skills and develop your career? Ever considered joining a MBA program but wanted something more practical? At the fraction of the time and cost of a typical MBA, MAUS Mini MBA provides you with an exciting opportunity. Not only will this easy to understand guide present you with a practical know-how of important management concepts but it will also provide you with the tools to achieve a Diploma in Management.

MAUS Mini MBA provides you with a comprehensive range of tools created to assist you in succeeding in today's challenging business environment. This nationally recognised training program has been tailored to the current needs of business owners and managers. By covering nine relevant business topics the guide illustrates relevant major concepts from business theory and applies them to practical and easy to follow information.

Each topic includes information, resources, templates, videos, quizzes, interactive presentations, calculators, real life examples and diagnostics. Once the topics have been covered the program becomes a useful long term resource by providing practical 'fill in the blank' templates for suitable use within actual business situations.

MAUS Mini MBA is an effective training tool. Used as a training program, it will save you time and money and help to increase employee productivity, motivation, morale and retention.

MAUS Mini MBA gives you jargon free interactive learning. Users of the program will learn how to increase profit, manage staff more effectively, provide improved customer service, think innovatively, become aware of risk, conduct more effective marketing activities, plan for exit and succession and much more.

9 Comprehensive MAUS Mini MBA Modules:

1. Marketing Strategies
2. Business Strategies
3. Exit & Succession Planning
4. Risk Analysis
5. Profit Strategies
6. Employee Strategies
7. Customer Strategies
8. Sales Strategies
9. Innovation Strategies

Management bible:

Over 975 pages of business strategies including:

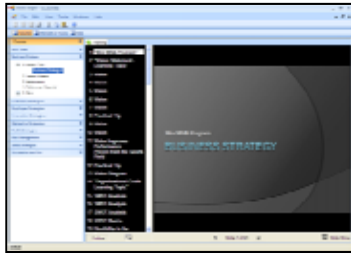
- 33 ways to boost customer service
- 22 ways to improve employee morale
- 46 profit and sales improvement ideas
- 5 step process to establishing a scorecard
- 8 proven ways to made an employee more accountable

Skills you will obtain:

- Understanding of real life business processes
- The ability to apply each area of theory into practical step-by-step action plans
- Skills that will assist business managers and students become influential business leaders
- The ability to develop a set of best practices

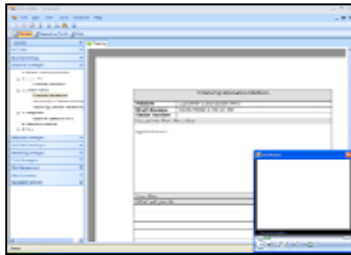


Over 975 pages of practical business strategies



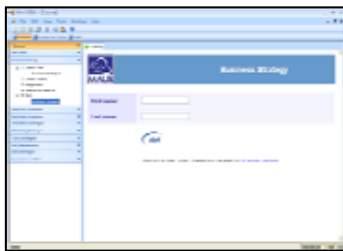
Easy to Use Layout

Navigate simply and easily through the topics and resources either at your own pace or by using the interactive presentations



Videos & Resources

Interactive videos and resources enhance the learning experience and provide information to assist in applying concepts to real business situations



Assessments & Quizzes

Assessments and quizzes are available at the end of each module to test the candidate's understanding of the topics.

How to use as an in-house training program:

Highly effective to boost employee morale, this program can be run as a training course or as a self development management program.

Step 1: Simply select the desired training module and Presentation.

Step 2: Employees can view the presentation from their computers or group training could be conducted in a board or training room.

Step 3: Provide staff with the complete lesson plans, interactive templates and easy to understand step-by-step guides.

Step by step >>

1. Select a topic
2. View the multimedia presentation
3. Use the reference material for practical & relevant understanding
4. Undertake the quiz
5. Partake in the practical assignment

Who can benefit from the MAUS Mini MBA Program?

Anyone involved in business or anyone interested in becoming involved would benefit from this matter-of-fact resource. The practical and realistic approach to this guide ensures users become well equipped managers with the ability to apply important business concepts.

Managers	CEOs
Line/Divisional Managers	Employees
Business Owners	People looking to re-enter the workforce
Students	Aspiring managers

Key Features of MAUS Mini MBA

Each module includes:

1. **A lesson plan** – This is a multimedia presentation of the coursework.
2. **The lesson plan slides** – This is the slides of each lesson that can be individually reviewed.
3. **Videos** – These are videos of training sessions that have been filmed and may add extra educational instruction to the subject.
4. **Reference Material** – More detailed articles, papers and discussion notes that cover the subject area.
5. **Multiple Choice Quiz** – This covers each theory in each section.
6. **Practical Assignment** – This is a set of strategic tools that must be completed by working with a real company and auditing and reviewing the business.

Key Benefits:

- 100% tax deductible
- Complete staff training kit
- Run as in-house for training or as a management library of great resources
- Nationally Accredited distance learning program
- No presenter is needed, as all modules have a video lecture and self paced assessment

How to receive a Diploma of Management or a Certificate IV in Frontline Management:

If you would like your training to be assessable for these qualifications we can provide a pathway for assessment and certification (additional fees apply).

Other MAUS products:

MAUS MasterPlan helps save 50-90% of the time to create winning business and marketing plans. Simple to follow question and answer format to create a customised plans for your business. Complete with financials, strategic overview & milestones.

MAUS Policies & Procedures Manual is designed to help companies develop a complete operations handbook incorporating procedures, workflow documents and business forms into one comprehensive reference manual. Includes 90 samples policies ready to use for your business.

MAUS Job Description contains over 3,800 built-in job descriptions that can be customised to suit your requirements. Create your own library of descriptions that can used again and again. Use the hiring module to create instant employment ads and interview questions direct from your description.

Published by MAUS Business Systems - www.maus.com.au

Corprat Pty Ltd T/A MAUS Business Systems ABN: 55 084 644 208. Minimum System requirements - a Pentium PC or higher machine 256Mb + RAM. MAUS software compatible with Windows XP and Vista. A hard disk with least 100mb of free space is required.

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