



BUSINESS AND MANAGEMENT PROGRAMS

REGISTER TODAY!

NOVA Workforce offers a suite of courses in business and management. Check out the following brochure for all course options.

Business Management Practices

- Customer Service – The Core of Business Success
- Essential Managerial Skills for Human Resource Management
- Exercising Managerial Control
- Fundamentals of Planning
- Leading for Maximum Results!
- Successful Delegation
- Successful Time Management - How to Stay in Control
- Teamwork in Today's Work Environment
- The Business Case for Diversity & Inclusion
- What Management Is, What Managers Do

Federal Contract Management

- Compliance Matrix and Outlining
- Contracts Administration and Closeout
- Federal Acquisition Planning and Strategy
- Federal Contracts Structures and Methods
- Federal Market Business Development
- Fundamentals of Federal Contracting
- Pricing a Proposal
- Proposal Management & Writing
- The Federal Acquisition Regulation

Human Resource Management

- HR Compliance & Recordkeeping
- HR's Role in Organizational Development & Change Management
- Human Resource Law
- Introduction to Compensation
- Introduction to Employee Benefits
- Issues in Human Resources
- Performance Management
- Principles of Human Resource Management
- Successful Recruiting, Selection & Placement
- Training & Employee Development

Nonprofit Management

- Event Planning
- Fundamentals of Nonprofit Organizations
- How to Create a Business Plan that Works
- How to Start a Nonprofit Organization
- Strategic Planning for Success
- Successful Fundraising
- The Art of Grantwriting
- The Three R's of Volunteers: Recruitment, Retention & Recognition

Project Management

- Agile Essentials
- Comprehensive Introduction to MS Project
- Defining & Measuring Organizational Processes
- Developing & Managing a Dynamic Team
- Fundamentals of Project Management
- Interactive PMP & CAPM Exam Preparation
- Project Management Communications
- Project Quality Management
- Risk & Change Management

CONTACT US

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