

INTEGRATED MANAGEMENT AND BUSINESS ADMINISTRATION PROGRAM



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TRAINING CENTER



Introduction

Managers rarely face one discipline at a time; they balance people, budgets, processes, and strategy within the same working week. The Integrated Management and Business Administration Program Training Course builds the full management skill set needed to handle these demands together rather than in isolation. Participants work through strategic planning, organisational structure, financial control, operations, and human resource practice as one connected system. Furthermore, the programme covers change management, performance measurement, and decision-making frameworks used by established organisations. In addition, it strengthens communication, delegation, and team leadership. As a result, managers leave with a practical toolkit they can apply immediately across departments.

Integrated Management and Business Administration Program Course Objectives

- Apply strategic planning tools such as SWOT, PESTLE, and the Balanced Scorecard.
- Design organisational structures, roles, and reporting lines that support strategy.
- Read and interpret financial statements, budgets, and variance reports.
- Apply costing methods and break-even analysis to management decisions.
- Map, analyse, and improve core business processes.
- Use KPIs and performance dashboards to track departmental results.
- Apply HR practices for recruitment, appraisal, and talent development.
- Lead change using Kotter's eight-step model and stakeholder analysis.
- Manage projects with scope, schedule, and risk controls.
- Make structured decisions using cost-benefit and decision-matrix methods.

Course Methodology



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- Instructor-led sessions linking management theory to workplace practice.
- Case studies from service, industrial, and public sector organisations.
- Group workshops to build strategy maps and business plans.
- Financial and operational simulations using realistic company data.
- Role-play exercises on leadership, negotiation, and change communication.
- Continuous knowledge checks and a final integrated management project.

Who Should Take This Course

- Department managers and section heads.
- Newly appointed senior managers and team leaders.
- Business administration officers and executive assistants.
- Operations, finance, and HR supervisors moving into broader roles.
- Entrepreneurs and business owners managing growing teams.
- Public sector administrators with management responsibilities.

Integrated Management and Business Administration Program Course Outlines

Day 1: Strategy and Organisational Direction

- Strategic thinking versus operational management.
- Environmental analysis with SWOT and PESTLE.
- Vision, mission, and objective setting.
- Strategy formulation and the Balanced Scorecard.
- Organisational structures and spans of control.
- Delegation, authority, and accountability.



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- Workshop: building a strategy map for a business unit.

Day 2: Finance and Budgeting for Managers

- Reading the income statement, balance sheet, and cash flow.
- Budget preparation, forecasting, and variance analysis.
- Costing methods: job, process, and activity-based costing.
- Break-even and contribution margin analysis.
- Working capital and cash flow management.
- Investment appraisal using payback and net present value.
- Workshop: analysing a departmental budget variance report.

Day 3: Operations and Process Excellence

- Mapping processes and identifying bottlenecks.
- Lean thinking and the eight wastes.
- Capacity planning and resource scheduling.
- Quality management principles and continuous improvement.
- Supply chain basics and supplier performance measures.
- Risk identification and operational control.
- Workshop: redesigning a slow internal process.

Day 4: People Management and Leadership

- Leadership styles and situational leadership.
- Recruitment, selection, and onboarding practice.
- Performance appraisal and feedback conversations.
- Motivation, engagement, and retention drivers.



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- Managing teams, conflict, and difficult conversations.
- Coaching, mentoring, and talent development.
- Workshop: running a structured performance review.

Day 5: Change, Performance, and Decision-Making

- Kotter's eight-step change model and stakeholder mapping.
- Managing resistance and communication planning.
- KPI design and performance dashboard reporting.
- Project management essentials: scope, schedule, and risk.
- Decision matrices and cost-benefit analysis.
- Business continuity and management review.
- Workshop: presenting an integrated management improvement plan.

Conclusion

By successfully completing the Integrated Management and Business Administration Program Training Course, participants will have acquired the knowledge to set strategy, manage budgets, improve processes, lead teams, and drive change as one connected management system. They will also gain confidence in performance measurement and structured decision-making. Furthermore, the course prepares managers to align departmental work with broader organisational goals. Gentex Training Center delivers this programme with a strong emphasis on practical, workplace-ready management application.

FAQs for the Integrated Management and Business Administration Program course





Q1 What is the "Integrated Management and Business Administration Program" course about?

It is a comprehensive programme covering the core functions of management as one connected system. It addresses strategic planning, budgeting and finance, operations and processes, people management, performance measurement, and change leadership, so managers can handle departmental demands together.

Q2 What are the key benefits of the "Integrated Management and Business Administration Program" course?

Participants gain a complete management perspective that improves coordination across departments and reduces silo working. The course strengthens financial literacy and budget control, raises process efficiency, and improves team performance. It also develops confident change leadership and better resource decisions that support organisational goals.

Q3 What skills will I gain from the "Integrated Management and Business Administration Program" course?

Strategic planning and goal setting, budgeting and financial analysis, business process improvement, and team leadership, performance management and change management.



Q4 What tools, methods, or standards are covered in the "Integrated Management and Business Administration Program" course?

The course covers SWOT and PESTLE analysis, the Balanced Scorecard, break-even analysis and net present value appraisal, activity-based costing, Lean thinking and process mapping, Kotter's eight-step change model, KPI dashboards, and decision matrices.

Q5 How is the "Integrated Management and Business Administration Program" course applied in real-world practice?

Graduates apply it by translating organisational strategy into departmental objectives, preparing and monitoring budgets, mapping and streamlining internal processes, and running structured performance reviews. They also lead change initiatives, track KPIs, and present integrated improvement plans to senior management.