



DMF Energy Security & Climate Change Leadership Program

Business Management & Commercialization 🇨🇦

Program Introduction

The DMF Energy Security and Climate Change Leadership Program was developed to enhance and support the professionalism, skill and the leadership capacity of trades and consulting professionals in the construction and energy sector. Our program prepares participants to be domestic and international business leaders in emerging clean technology fields. Our course offering prepare learners with immediate in-demand technical and soft skills training focused on clean technology commercialization and business leadership development.

Strategic Planning

Corporate trainers can now easily deliver Strategic Planning concepts while participants learn and simultaneously work on their own strategic plan, with this two day training course. The training sessions included teaches concepts and skills such as: determining the values that support a company, defining a company's vision, writing a mission statement, undertaking a meaningful SWOT analysis, as well as how to implement, evaluate, and review a strategic plan

Session One:

Course Overview

Session Two:

Understanding Strategic Planning

What it Does

Making Connections

Pyramid Structure

Session Three:

Identifying Our Values

Pre-Assignment Review

Creating Value Statements

Session Four: Designing Our Vision

The Vision Process

Defining Your Vision

Session Five:

On a Mission

Defining Your Mission Statement

Designing a Mission Statement

Session Six:

Performing a SWOT Analysis

What is a SWOT Analysis?

Individual Analyses

SWOT Ratings

Session Seven:

Setting Goals

Fitting into the Plan

Goals with SPIRIT

Getting Into It

Session Eight:

Assigning Roles, Responsibilities, and

Accountabilities

Who Does What and When?

Establishing Priorities

Problem Solving in Action

Session Nine:

The Full Picture

Session Ten:

Gathering Support

Who Reviews the Plan and How

Putting It Into Practice

Session Eleven:

Making the Change

Getting Ready

The Three Phases

Insights

Control and Change

Session Twelve:

How Does It Look?

Presenting Your Ideas

Creative Considerations

Session Thirteen:

Getting There

Planning for Problems

Making it Great

Sample Strategy Map

Sample Balanced Scorecard

Session Fourteen:

Mocking Up the Process

Recommended Reading List

Post-Course Assessment

Pre- and Post-Assessment Answer Keys

Personal Action Plan

Basic Business Management – Boot Camp for Entrepreneurs

This is a business management skills course program includes everything to get new business owners started. We included sessions on inventory management, human resources, finance and accounting, marketing, sales, and even using social networking. In addition you will learn about different business structures, who is managing and who is leading, how to create a brand, and the value of a strategic plan.

Session One:

Course Overview

Session Two:

Who Are You and What Are You About?

What is Our Business?

Pre-Assignment Review

The Owner's Role

Keeping Things Moving

Session Three:

Designing Your Organizational Structure

Bringing the Idea to Life

Leveraging Structure

Looking at the Options

Who is in Charge?

Structural Considerations

Session Four:

Introduction to Operations Management

Defining Operations Management

Types of Operations

Practical Application

Session Five:

Understanding Financial Terms

Accounting Terminology

General Accepted Accounting Principles (GAAP)

Key Reports

Session Six:

Getting the Right People in Place

Six Essential Steps of Hiring

Making Connections

Session Seven:

Getting Your Product Together

Inventory Management

Understanding the Value Chain

Outsourcing Options

Quality Control

Session Eight:

Building a Corporate Brand

Your Brand

Brand Names and Slogans

Developing a Slogan

Creating a Visual Identity

Types of Visual Identities

Working It Out

Session Nine:

Marketing Your Product

Introduction to Marketing

Stage One: Consumer and Market Analysis

Stage Two: Analyzing the Competition and Yourself

Stage Three: Analyzing Distribution Channels

Stage Four: Creating a Marketing Plan

Making Connections

The Final Stages: Implement, Evaluate, Review, and Revise

Leveraging Social Media

Session Ten:

Selling Your Product

Building Your Sales Force

The Sales Cycle

Session Eleven:

Planning for the Future

Introduction to Strategic Planning

Making Connections

The Strategic Plan Pyramid

Session Twelve: Goal Setting and Goal Getting

Setting Achievable Goals

Goals with SPIRIT

Getting Into It

Session Thirteen:

Succession Planning 101

What is Succession Planning?

Defining Succession Planning

Session Fourteen: Managing Your Money

What is a Budget?

Managing Your Budget

Session Fifteen: Ethics 101

Are You Ready?

Sample Codes of Ethics

Your Code of Ethics

Session Sixteen: Building a Strong Customer Care Team

The Pillars of Success

The Remaining Elements

Developing and Maintaining Relationships

Session Seventeen: Training Employees for Success

Why Continuous Learning?

Making Connections

Session Eighteen:

Leadership Essentials

Leading and Managing

Understanding Your Comfort Zone

Managing Performance

Recommended Reading List

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Global Business Strategies

As the world becomes a smaller place thanks to innovations in technology and communication, it becomes easier for businesses to branch out into the global market. However, as with any endeavor, research and planning are essential pieces of a growth strategy.

This three-day course will help you give participants the skills that they need to make their global business a success. The course takes students through all the aspects of a global business, including trade agreements, types of trade transactions, e-commerce, cultural issues, currency management, risk mitigation, finance, logistics, regulations, ethics, and the triple A framework for growth and development.

Preface

Understanding Your Training Package

Preparing for Training

Our Top 10 Training Tips

Materials Required

Related Courses

Additional Resources

Agenda: Day One

Icebreaker: Brain Stretchers!

Session One:

Course Overview

Session Two:

Understanding the Global Business Environment

Defining Globalization

Factors in Globalization

Exercising Knowledge (Pre-Assignment Review)

Debrief

Break

Top Trends

Take on the World

Debrief

Session Three:

The Global Trade Market

Evaluating Your Options

Understanding Trade Agreements

How Trade Transactions Work

Morning Wrap-Up

Lunch

Energizer: Good Intentions

Session Four:

Products and Services

How Services Are Traded

How Goods Are Traded

How Intangible Products Fit In

What's Your Value?

Break

Mechanics of a Trade Transaction

Session Five:

E-Commerce on the Global Stage

What is E-Commerce?

Protection of Information

Basic E-Commerce Business Models

Give It A Go

Review the Business Models

E-Commerce Goals and Models

Review the Business Models

E-Commerce Goals and Models

Day One Wrap-Up

Agenda: Day Two

Icebreaker: Meet You at the Commons!

Session Six:

Working in the Global Context

Bridging the Cultural Gap

Stepping Over the Cultural Gap

Building Relationships

Debrief

Is There a Global Culture Developing?

Session Seven: The Economics of Global Business

Managing Multiple Currencies

Break

Mitigating Your Risks

Basics of Trade Finance

Getting Paid

Trade Finance and Technology

Making Connections

Morning Wrap-Up

Lunch

Energizer: One Potato Two Potato

Session Eight: The Logistics of Global Business

Introduction to Supply Chain Management

Identifying and Meeting Documentation

Requirements

Security and Safety

Break

Negotiating Market Entry

Session Nine:

Rules and Regulations

International Regulations

Extraterritoriality and Fair Trade

Health and Environmental Regulations

Getting the Right Advice: The Legal Bits

Testing the Waters

Debrief

Day Two Wrap-Up

Agenda: Day Three

Icebreaker: Hello?

Session Ten: Beyond the Rules – Ethical Concerns

The Ethical Conundrum

Making Connections

Different Points of View

Making Connections

Debrief

Emotional Intelligence

There are always those brilliant people in the workplace, the ones who inspire others and seem to provide the momentum for the entire team. What makes great leaders truly extraordinary is not necessarily their IQ, but their EQ: their emotional intelligence. Developing an awareness of emotions means being able to make good emotional decisions, and how to manage emotions in the workplace, which gives everyone a boost!

Session One:

Course Overview

Session Two:

History of Emotional Intelligence

Session Three:

Emotional Intelligence Defined

Definitions and Thoughts

Making Connections

Session Four:

EI Blueprint

Session Five:

Optimism

What is Optimism?

ABC's of Optimism

Pessimism vs. Optimism

Adversities

Session Six:

Validating Emotions in Others

Session Seven:

Understanding Emotions

The Seven Human Emotions

Positives and Negatives

The Emotional Map

Session Eight:

Setting Your Personal Vision

Defining Your Principles

Understanding Your Values

Considering Your Strengths and Talents

What's Standing in Your Way?

Think in Terms of Relationships

Creating Your Vision Statement

Recommended Reading List

Post-Course Assessment

Pre- and Post-Assessment Answer Keys

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Business Leadership: Becoming Management Material

Anyone can be promoted to manager, but not just anyone can lead. Aspiring leaders will engage in the functions of managers and gets learners fully engaged in: Being an active part of a learning organization, Understanding the functions of leaders, Applying systems thinking to leadership, Practical methods of leadership, including change, performance, and people management, while understanding when to lead and when to manage.

What is a Learning Organization?
Are You a Lifelong Learner?
What is Personal Mastery?
Your Personal Vision
Our Personal Vision and Our Values
About Leadership
Understanding Your Comfort Zone
Managing Performance
Servant Leadership
Onboarding and Orientation

Practice One:

Challenge the process.

Practice Two:

Inspire a shared vision.

Practice Three:

Enable others to act.

Image Identification

Practice Four:

Model the way.

Practice Five:

Encourage the heart.

Practices in Practice

The Cycle of Trust and Performance

Trust Exercise

About Change

Making Connections

Key Factors in Successful Change

Case Study:

Getting More from the Last Hour

Getting Things in Order

Mastering E-mail

Time Management Tips

Directional Thinking

Consequential Thinking

Ethics 101

The Relationship Cycle

Coaching Through Conflict

Preparing for Conflict

Managing Stress

Systematic Problem Solving

Personal Problems

SWOT Analysis

Individual Analyses

What is Delegation?

Defining Delegation

Levels of Delegation

Delegation Case Study

Feedback Techniques

Case Study

Preparing for Meetings

Managing Meetings

Presentation Tips

Testing the Waters

Debrief

Day Two Wrap-Up

Agenda: Day Three

Icebreaker: Hello?

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Beyond the Rules – Ethical Concerns

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Different Points of View

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