



**cymtrix training systems Ltd**



This is our intermediate level training course in the **Cymtrix® Director** product range. It comprises of 9 lesson modules.

### ***Course Structure and Inclusions***

Cymtrix® Director Professional has 3 major components. Firstly, there is a software and content component which contains all the presentation slides and associated audio narratives and commentaries. Then there is also an optional test quiz for each lesson module. It will take about 6 hours just to go through an uninterrupted presentation of the training course's 9 lesson modules. The third major component is the lesson notes. Private reading time must also be allocated to read through these extensive skills development notes.

### ***Test Quizzes***

All test quizzes can be undertaken as an option for learners. If attempted, each test quiz does have a minimum pass mark of 70%. Results are provided after each test quiz has been completed. Learners can undertake test quizzes when and as often as desired. It is not recommended to rely solely on that which can be learned just from the presentation material. The training course has been designed for learners to read (maybe a few times over) the comprehensive training course notes provided along with the presentation component.

### ***Suitability***

The **Cymtrix® Director Professional** skills development training program has been designed to firstly establish a standardised knowledge foundation. From this point onwards you can start to build and further develop basic soft skill sets and behaviours. Cymtrix ® Director Professional is suitable for those who wish to develop a regular and mid range set of soft skills and behaviours.

### ***Applicable Industries***

All Cymtrix Training Systems courses provide generic skill sets development, independent of any specific industry or organizational requirement; however, they are applicable to and transferable across most industries sectors and organizations.

### ***Best Learning Outcomes***

The best learning outcomes can only be realised when the learner is prepared to read and continually refer to the comprehensive course notes that are supplied with the training course. It is imperative to practise the described behaviours. When adopting this recommendation, best practices will and do become instinctive thus making the individual more productive.

### ***What We Concentrate On***

We do teach some academic theory in our training courses; however, we concentrate upon imparting useable, practical skills development techniques, as well as giving simple examples of desirable behaviours. These practical skills often come with ready reference lists of "do's" and "don'ts". All Cymtrix® Director training courses, do, of course, explain the reasoning behind such teachings!

### ***Our Differential Edge***

All the practical lessons and advice contained in all the Cymtrix® Director training courses has been compiled from the knowledge banks and experience of many former and still practising business executives. This provides all learners a readily useable and proven set of tools, which they can confidently rely upon.

## Lesson Notes

At Cymtrix Training Systems we want all our learners to have the best possible set of tools available to them. Our training course notes and reference material has on many occasions, been complimented on. All Cymtrix® Director training courses have a comprehensive set of learner notes covering all course lesson subjects and topics. They are a valued set of reference tools.

## Lesson Modules Included

What Makes A Leader?  
The 3 Intelligences  
Personal Time Management & Setting Priorities  
Effective Delegation  
Effective Communication  
Decision Making Development  
Conflict Management  
Motivating Others  
Team Building and Use of Networks

## How and Where Do I Get Cymtrix® Director Professional?

Cymtrix® Director Professional can be ordered and downloaded directly from the Cymtrix Training Systems website at <http://www.cymtrix.com/products.html> It is installed on your computer like any other piece of software.

## Minimum System Requirements

Intel Pentium 4 processor or equivalent  
2 G Byte of RAM  
500 M Bytes of Disk Space  
Microsoft® Windows™ XP; Vista, Windows 7  
Microsoft® Internet Explorer 7 or higher browser  
Mozilla Firefox 3 or higher browser  
Sound Capabilities installed

## Why Choose Cymtrix® Director Professional

Decision Factor	Traditional Workshop Course	E-Learning or (Distance) Course	Cymtrix® Director Courses
<b>Investment Required</b>	<b>Highest Cost</b>	<b>Medium Level Cost</b>	<b>Lowest Cost</b>
Good Value for Money	×	×	✓
Includes a Set of Comprehensive Course Notes	✓	✓	✓
Can undertake course when you desire	×	Limited	✓
Can undertake course many times	<b>Not Practical</b>	Limited	✓
Easy to revise content	×	Limited	✓
You are in control of course timetable	×	Limited	✓
Includes test quiz	May Do	May Do	✓
Includes presentation slides	May Do	Generally	✓
Includes commentary/narration	Lecturer/Facilitator	Generally	✓
Long shelf life	×	×	✓