

# CERTIFIED PROFESSIONAL IN MANAGEMENT EXAM PREP EXPRESS

Course Code: 821359

Learn the essential core skills necessary for success in management.

In this highly interactive, instructor-led live online course, you will learn and practice foundational management skills based on the comprehensive Management Body of Knowledge. The culmination of extensive research, these are the skills needed in order to be a successful, well-rounded manager in the current business world. In addition, you will gain a thorough preparation for taking the exam which can qualify you to be designated as an AMA Certified Professional in Management™.

## **EXTRAS**

A copy of The Management Body of Knowledge, a necessary tool for course preparation, is included with registration.

What You'll Learn

**Four 3-hour lessons:**

### **LESSON 1**

#### **Professional Effectiveness**

- Emotional Intelligence – developing EI
- Communication – key processes
- Presentation Skills – managerial skill set

### **LESSON 2**

#### **Relationship Management**

- Motivation – identifying types; determining motivators
- Delegation – when and how to do it
- Coaching – for improved performance Influence – strategies and benefits
- Managing Change – the manager's role
- Conflict Management – strategies and processes
- Collaboration – the what, who, and how

### **LESSON 3**

## **Business Acumen**

- Managing Projects – skills for planning and executing projects
- Financial Acumen – accounting and finance
- Customer Focus – managerial competencies
- Talent Management – acquiring, aligning, developing, retaining

## **LESSON 4**

### **Analytical Intelligence**

- Critical Thinking – thought process and benefits for managers
- Managing and Mastering Data – roles of data-oriented managers

### **Practice Exam and Review**

- Retrieving and reviewing your scoring report post-test

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### **Who Needs to Attend**

Managers at all levels who wish to distinguish themselves in their profession.

### **Prerequisites**

Minimum Professional Experience:

- High school diploma or GED Equivalent of 5 years minimum of full-time professional experience (10,000 hours)
- 2-year degree Equivalent of 3 years minimum of full-time professional experience (6,000 hours)
- 4-year degree (or more) Equivalent of 1 year minimum of full-time professional experience (2,000 hours)

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VIRTUAL CLASSROOM LIVE

\$3,195 CAD

4 Session

## Virtual Classroom Live Outline

### Learning Objectives

- Describe the 16 Competencies Covered in the Areas of Professional Effectiveness, Relationship Management, Business Acumen, and Analytical Intelligence
- Explain How Managers Lead Employees to Support Organizational Goals
- Recognize Best Practices for Successful Management
- Demonstrate Understanding and Application of the Standard of Management Competencies

### Professional Effectiveness

- Explore Professional Effectiveness, Including the Competencies of:
  - ☒ Emotional Intelligence
  - ☒ Communication
  - ☒ Presentation Skills

### Relationship Management

- Explore Relationship Management, Including the Competencies of:
  - ☒ Motivation
  - ☒ Delegation
  - ☒ Coaching for Performance
  - ☒ Influence
  - ☒ Managing Change
  - ☒ Conflict Management
  - ☒ Collaboration

### Business Acumen

- Explore Business Acumen, Including the Competencies of:
  - ☒ Managing Projects

- ☒ Financial Acumen
- ☒ Customer Focus
- ☒ Talent Management

### **Analytical Intelligence**

- Explore Analytical Intelligence, Including the Competencies of:
  - ☒ Critical Thinking
  - ☒ Managing and Mastering Data

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