AMA 2966: Certified Professional in Management Exam Prep Training

Duration: **4 Day**

BILGINC IT Academy
info@bilginc.com
+44 20 3807 0925
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Overview

Attain and master essential core skills associated with successful business management.

Learn and practice foundational management skills and prepare for the AMA Certified Professional in Management™ exam. In this course, you will explore the skills required for well-rounded, successful managers in today's business environment.

These skills are based on the comprehensive Management Body of Knowledge. You'll gain a thorough preparation for taking the exam which can qualify you to be designated as an AMA Certified Professional in Management™.

You will also get interactive practice applying your new knowledge and skills through a wide variety of hands-on activities.

Free hard copy of The Management Body of Knowledge-Included with Registration!

Who Should Attend?

The Certified Professional in Management Program offered by AMA will benefit career managers seeking to demonstrate their management competency to employers to help increase opportunities for professional advancement.

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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What You Will Learn

AMA's Standard in Management

- Professional Effectiveness
  - Communication
  - Emotional Intelligence
  - Presentation Skills
- Relationship Management
  - Coaching for Performance
  - Collaboration and Team Development
  - Conflict Management
  - Delegation
  - Influence
  - Managing Change
  - Motivation
- Business Acumen
  - Customer Focus
  - Financial Acumen
  - Project Management
  - Talent Management
- Analytical Intelligence
  - Critical Thinking
  - Managing and Mastering Data

Prior to attending, participants will receive a copy of The Management Body of Knowledge (MBOK®). To prepare for the program, we strongly recommend that they read the MBOK® and be ready to discuss and review the components during their instructor led session. Completing the course pre-work will allow them to gain the most benefit from the program and leave them better equipped to apply the practices when they return to the workplace.

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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 Domain

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

Relationship Management Domain

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

Business Acumen Domain

- Explore Business Acumen, Including the Competencies of:
  - Managing Projects
  - Financial Acumen
  - Customer Focus
  - Talent Management

Analytical Intelligence Domain

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