

## AMA Certified Professional in Management™ Exam Prep Course

**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™ (AMA-CPM™) 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 AMA *Management Body of Knowledge* (MBOK®). 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.

### 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 AMA Standard in Management™ competencies

### COURSE BENEFITS

- Gain the essential skills needed to be an effective and successful manager
- Become a more well-rounded manager
- Increase your knowledge across multiple areas aligned the AMA Standard in Management™ competency framework
- Increase your worth as a manager and add more your value to the organization
- Learn in an interactive environment where you will practice what you learn

### COURSE FEATURES

- A complimentary copy of the *Management Body of Knowledge* (MBOK®)
- Practice tests to get feedback on your knowledge and areas to focus for improvement
- Coaching and direction from an expert practitioner throughout the program

### WHO SHOULD ATTEND

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

### COURSE TYPE

- Classroom (4 day)

Register online at <https://cmcoutperform.com/certified-professional-management-exam-prep>

32966 • 4 Day  
Rev 03-20

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## EXTENDED OUTLINE

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### 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
  - 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

**NOTE:** 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.