

### I am Certified Business Professional

The CBP Business Improvement Series-Secrets of Management Success course will increase your knowledge and ability to: Develop responsible good decision-making skills for employees, encourage a positive climate and decrease power struggles and ego fights. Implement a flexible model for helping employees handle their own problems, and use “Accountable moments” as opportunities for employees. Develop fairness, flexible and supportive counseling to employees.



#### Description

The CBP Business Communication manual covers the following topics:

- New Work Environment
- Supervisory Styles
- The Model For Keeping Responsibility Where it Belongs
- Applying the Model to Behavior and Performance
- Counseling and Mentoring

#### Course Objective

Successful completion of this course will increase your knowledge and ability to understand:

- Develop responsible employees
- Foster good decision making in your employees
- Encourage a positive climate
- Decrease power struggles and ego fights
- Implement a flexible model for helping employees handle their own problems
- Be fair, flexible and support

#### Who Should Attend

This course is designed for for human resources personnel, business leaders, senior executives, managers, supervisors, and front-line workers.

#### Prerequisites

This course requires that students meet the following prerequisites:

- The candidate must have a commitment to the pursuit of excellence.
- The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

#### Course Duration

The standard duration of this course is 16 contact hours. Contact hours scheduling may vary depending on your requirement.

#### Certification Testing

This course helps you prepare for the following certification test CBP B12 205.

- Achieving more than 70% in the test conducted at the end of the course

Arrange to take the certification test for this course within six weeks of acquiring the course materials, as exams are updated regularly in accordance with current versions.

Upon completing the course, you will possess the training and skills required to achieve the CBP professional certification or the CBP Master Execution certification

#### Approvals & Accreditation

- The Ministry of Labour, Kingdom of Bahrain
- International Business Training Association (IBTA)

For more information please feel free to contact:

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