

| | |
|-----------------------------|---|
| Course Name | CBP™ Business Management |
| Course Code | CBP |
| Course Duration | 2 Days |
| Course Structure | Instructor-Led |
| Course Overview | <p>The CBP™ Business Management program is aimed for those who aspire to excellence in management. It provides vital information and skills necessary to prosper professionally in management.</p> <p>It explains how to meet and even overcome business challenges and shows how to prioritize and delegate tasks, including the use of some technological tools to increase effectiveness and efficiency.</p> <p>This program covers the key aspects of management with the aim of ensuring the smooth, effective and professional functioning of the business. It explains how to reduce costs, improves time management, and the quality of products and services. It also covers the basics of financial and personnel management.</p> |
| Audience Profile | <p>The CBP™ Business Management training and Certification program is geared towards persons interested in pursuing a career in management or improving their management skills. The course provides the essential information and skills required by professionals who have to make decisions that are important to the direction and performance of an organization or business. If a practical approach to managing in any environment is what you need, then this course is for you.</p> |
| Course Prerequisites | <p>This course requires that students meet the following prerequisites:</p> <ol style="list-style-type: none"> 1. The candidate must have a commitment to the pursuit of 2. The candidate must have completed a high school or secondary school diploma or similar educational 3. The trainer must be a CBP™ at ATP accredited training center or a candidate to be a CBP™ |
| Course Outcome | <p>At the end of this course, students will be able to:</p> <ul style="list-style-type: none"> • Develop the leadership and teamwork style |

| | |
|------------------------------|--|
| | <ul style="list-style-type: none"> • Develop the use of Critical Thinking • Develop Innovation and Creativity Skills • Explain the role of each individual in the organization • Possess a solid and in-depth knowledge of management ethics and disciplines • Measure and evaluate organization performance. |
| Assessment/Evaluation | <p>This course will prepare delegates to take the CBP™ E20-707.Certified Business Professional Exam.</p> <p>Successfully passing this exam will result in the attainment of the Certified Business Professional exam Certification and Certificate of Attendance issued by IT-IQ Botswana</p> |

| | |
|-----------------------|---|
| Course Details | |
| Topic | <p>Module 1: Introduction to Business Management</p> <p>Module 2: Business Skills for Managing</p> <p>Module 3: Organize and Prioritize</p> <p>Module 4: Delegation without Micromanagement</p> <p>Module 5: Technology Management</p> <p>Module 6: Marketing Management</p> <p>Module 7: Operations Management</p> <p>Module 8: Financial Management</p> <p>Module 9: Human Resources Management</p> <p>Module 10: Risk Management</p> |

