



ASPIRE ACADEMY

Course Prospectus



The **vision**
to stay ahead

Foreword

Welcome to the Aspire Academy Course Prospectus, which outlines our portfolio of courses.

Aspire Europe Ltd has been at the forefront of the development of Programme, Project and Change Management practice globally since its formation in 2004.

A guiding principle behind Aspire is knowledge transfer to our customers. We achieve this through training and consultancy; customers benefit from our training delivery from the knowledge we acquire from our consultancy delivery and vice versa.

Our prospectus reflects our broad range of educational services and products focused at business performance improvement. For many of the topics we may have material available not fully covered here so if you don't find what you are looking for please contact us.

Our courses are a core part of our offering which has been developed to provide you and your organisation with the structure and tools necessary to develop and **continually improve** individual competency and organisational capability.

Our prospectus is under continual review and is developing rapidly to meet the needs of our customers, as a consequence we also specialise in customised courses, so if you don't see what you require then please let us know and we will propose a solution.

We look forward to helping you improve your organisational performance in the very near future.



Rod Sowden
Managing Director
Aspire Europe Ltd

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Quality Commitment

The Aspire Academy is totally committed to providing high quality services to our customers. We achieve this through our Quality Commitment against a number of key criteria. We can customise or adapt any of our courses to meet the individual needs of clients, as the vast majority of our business is in-house delivery.

Trainer Expertise – All our trainers have extensive experience of the topics they teach and are accredited to the highest level of professional knowledge. We allocate the most appropriate skills and knowledge to our client, which may be sector experience in addition to topic knowledge.

Course Content – We continually evolve our products and look to innovate in the use of technology to support face-to-face delivery, for example, our courses are now supported by podcasts and we are working on establishing collaboration groups to provide online post-course support. Our course content focuses on communicating the latest techniques and practices to help ensure our delegates receive the best possible education.

Course Design – Our courses are designed to meet different learning needs. In short courses and examination events there is a limit to the level of variety in the training room, however, we supplement this with pre-course preparation and post-course support to extend the learning experience. These come in the form of eLearning, study support workbooks, online discussion groups and facilitator coaching.

Qualifications – We have invested in being able to provide AXELOS sponsored qualifications to you as an Accredited Training Organisation. We have passed stringent assessment criteria to be able to offer qualifications accredited by PeopleCert, The APM Group and APM and we are also an Accredited Training Organisation by C4CM™¹ to provide vocational qualifications which provide the opportunity for delegates to embed the learning into their organisation. The C4CM™ qualifications are also aligned to the Regulated Qualifications Framework (RQF).

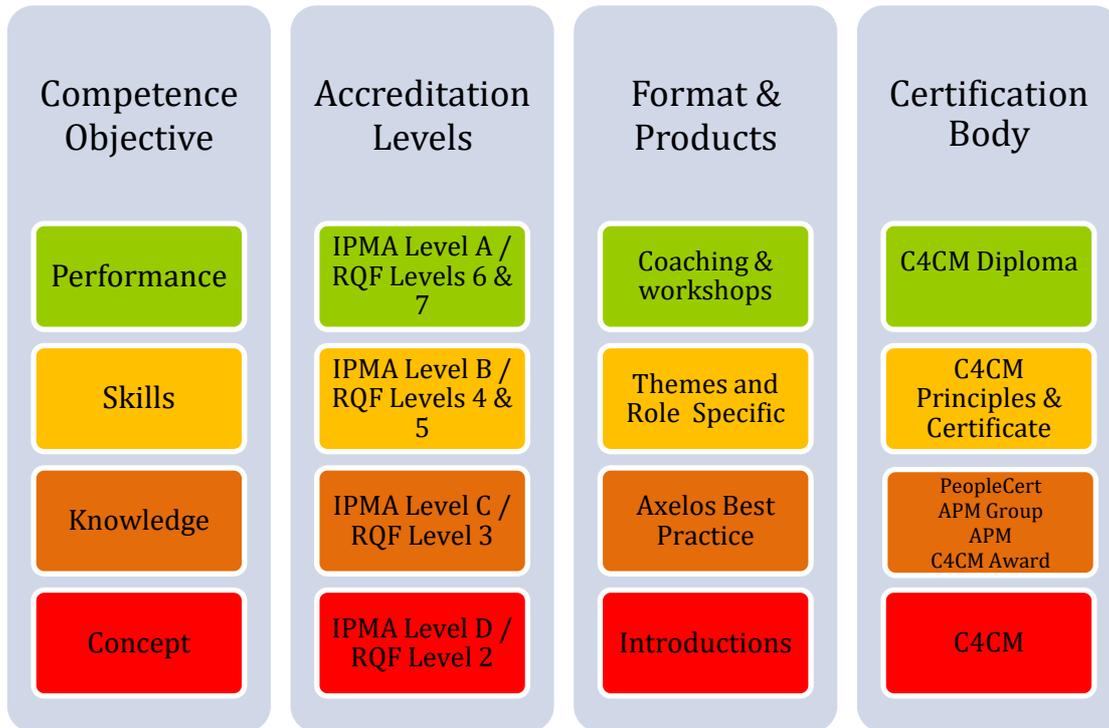
Our accreditation by these examination boards establishes the quality and process rigor required to enable us to provide you with excellent services every time.

¹ C4CM™ is the Centre for Change Management

Course Customisation – There is only limited value in generic method or theory training. As organisations look to step up their performance it is essential that their people are comfortable and competent with the in-house way of doing things. We are keen to customise any of our courses to meet your specific needs and help you maximise the return on your investment in training.

Whatever the training needs of your organisation, from novice through to expert, we can offer courses and trainers who will be comfortable supporting your needs.

Professional Development Framework



Our products are carefully aligned to offer a unique journey towards professionalism for organisations and individuals as summarised above. Further explanation is provided below.

Competence Objectives - Outlines what the target for the events is. These range from basic understanding of concepts for the Introduction events, through to the more detailed development of concept, knowledge, skills, behaviours and performance gained from increasingly Advanced events.

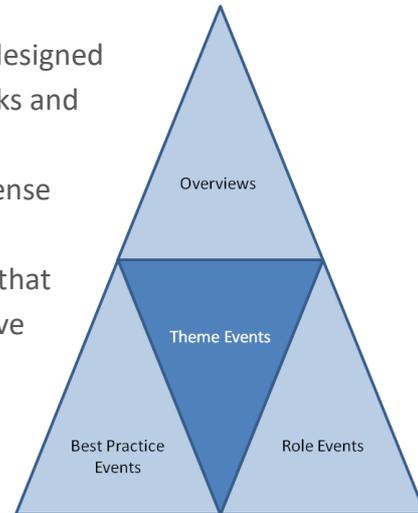
Accreditation Levels – These reflect two categories of accreditation:

1. IPMA is the International Project Management Association with four levels of competence (IPMA).
2. The RQF is the Regulated Qualifications Framework. Level 2 equates to a GCSE or HSE whilst Level 7 is the equivalent to a post-graduate qualification.

These two frameworks provide you with a clear indication of the complexity and level of qualification associated with the events. The diagram above explains which level of competence each course is targeted at.

Format and Products – This shows how our four categories of events fit into the hierarchy so that you can select the events best suited to your needs. The format of the events develops from the tightly controlled syllabus for the AXELOS Best Practice qualifications through to the work place evidence-based qualifications that recognise practical application of the knowledge to achieve productivity.

- **Overview Events** – These events are carefully designed to introduce the key concepts of the frameworks and methods without overloading attendees with theoretical detail. The courses can be quite intense and will normally involve some pre-reading; however, it is not a pre-requisite of the course that this is undertaken. A number of the courses have qualifications associated with them if that is appropriate for you.
- **Best Practice Events** – We can provide a range of best practice qualifications from the AXELOS stable of publications. Our courses are all accredited by PeopleCert and controlled by their strict quality criteria and syllabus.
- **Knowledge-based Events** – We offer knowledge-based qualifications accredited by The Association of Project Management. These are aligned with IPMA’s 4 level Certified Programme that provide worldwide recognition. APM qualifications are an essential part of the APM FIVE Dimensions of Professionalism
- **Theme Events** – These courses are designed for people who may have attended one of the AXELOS best practice courses and now need to take that basic knowledge and start to become competent practitioners and more effective in their jobs. These courses focus on the key techniques and provide practical advice and exercises that take you on to the next level of competence.
- **Role Specific Events** – These events are designed to help people who want to focus on gaining knowledge specific to their role and to help them understand the themes and frameworks specific to their role and what skills they need to fulfil them.



Certification Body – This explains which examination board we are using to provide qualifications to support our courses. For the AXELOS best practice products we use PeopleCert to provide the qualifications associated with the manuals, and this usually consists of multi-choice style examinations.

For knowledge-based qualifications we use The Association for Project Management aligned to the APM Body of Knowledge 6th edition. These are multi-choice style and three hour written examinations.

The C4CM™ provides vocational qualifications which provide evidence of the ability to use the skills in the workplace. This is achieved through assignments to use the knowledge and provide evidence that it has been done, so offers a much higher level of qualification.

Using this approach, our customer organisations can develop their own individual or role competency development paths that can be developed and delivered through our range of courses, which is continually under review and development.

In Programme and Project Management we often find too much emphasis on teaching Methods and Frameworks rather than developing behavioural competence and technical skills, these are key factors in producing effective individuals that make good Programme and Project Managers and improve organisational performance.

When you look at our products and courses you will see that we focus on delivering a balanced portfolio of courses that meet a range of competencies in our Professional Development Framework, the next challenge for the organisation is to establish where it is going, as we can help you get there.

Course Portfolio

Overview Events

These events are carefully designed to introduce the key concepts of the frameworks and methods without overloading attendees with theoretical detail. The courses can be quite intense and will normally involve some pre-reading; however, it is not a pre-requisite of the course that this is undertaken. Many courses have qualifications associated with them, if that is appropriate for you.

Introduction to Project Management

C4CM™ Award
RQF National
Level 3

What the course covers

- The principles of Project Management
- PRINCE2®
- Organisational structures
- Project governance
- Project lifecycle, planning and control
- Benefits Management and Business Case
- Stakeholder Management
- Risk and Issue Management

Two days plus
self-study

Benefits

- Remove the mystique around Project Management terminology
- Increased understanding of basic concepts within Project Management
- Test the concepts with a case study to increase your understanding
- Give you confidence to make a valuable contribution to any project you are involved with
- Gain a qualification to prove your competence (optional)

eLearning

This course is also available in eLearning format

Introduction to PRINCE2®

No qualification
applicable

What the course covers

- Introduce the concepts of structured Project Management
- Explain the value of structured Project Management
- Introduce the critical PRINCE2® principles
- Cover the PRINCE2® lifecycle stages
- Test some of the PRINCE2® techniques

One day plus
self-study

Benefits

- Increase understanding of why a project needs a structured approach
- Appreciate the value of the key themes in helping to keep a project on course
- Know the main steps in a project delivery
- Be familiar with the key terms used in Project Management

eLearning

This course is also available in eLearning format

Introduction to Programme Management

C4CM™ Award
RQF National
Level 3

What the course covers

- The principles of Programme Management
- AXELOS MSP® framework
- Vision and Blueprints
- Benefits Management and Business Change
- Programme Lifecycle
- Planning and control
- Stakeholder Management
- Adopting MSP®

One day plus
self-study

Benefits

- Increased understanding of basic concepts of the AXELOS MSP® standard
- Provides a clear overview of the valuable techniques and principles involved with effective programme delivery
- Test the concepts with a case study to increase your understanding
- Gain a qualification to prove your competence (optional)

eLearning

This course is also available in eLearning format

Introduction to Management of Portfolios (M_o_P®)

No qualification
applicable

What the course covers

- An overview of all Change activities
- Costing
- Risks faced
- Impact on Business as Usual (BAU)

One day

Benefits

- Increased understanding of the terminology
- Provides areas of focus when considering Portfolio Management

eLearning

This course is also available in eLearning format

Introduction to Change Management

C4CM™ Award
RQF National
Level 3

What the course covers

- The principles of Change Management
- Individual responses and reactions to change
- Effects of change on team structures
- Effects of change on organisations

One day plus
self-study

Benefits

- Provides a basic understanding of the issues you and your colleagues face when going through change
- Use techniques and tools to find out more about your own reactions to change
- Better understand the stakeholder reaction to changes you are initiating
- Gain a qualification to prove your competence (optional)

eLearning

This course is also available in eLearning format

Best Practice Events

We can provide a range of Best Practice qualifications from the AXELOS suite of publications. Our courses are all accredited by PeopleCert and controlled by their strict quality criteria and syllabus.

MSP® Foundation

Foundation
Examination

What the course covers

- Examination syllabus for the AXELOS MSP® framework
- Programme Lifecycle processes
- Vision and Blueprints
- Benefits Management and Business Change
- Business Case Management
- Planning and Control
- Stakeholder Management
- Risk and Issue Management

Three days plus
self- study

Benefits

- Increase understanding of why a programme needs a structured approach
- Insight into the intellectual inheritance only we can bring to this topic
- Appreciate the value of the Governance Themes in helping to keep a project on track
- Know the main steps in programme delivery
- Be familiar with the key terms used in Programme Management

eLearning

This course is also available in eLearning format

MSP® Practitioner

Practitioner
Examination

What the course covers

- This course can run consecutively after completing a three-day Foundation course or for two days standalone.
- Develops the learning already derived from Foundation level and enhances this to Practitioner level
 - Develops the knowledge required to apply MSP® against scenarios
 - Interprets the guidance and explains the examination requirements

Two days plus
self- study

Benefits

- You will already be familiar with MSP® and have passed the Foundation examination
- This course moves on to the complex issues around MSP® that are likely to have developed and the facilitator will give you a deeper understanding of how the methodology fits together

eLearning

This course is not available in eLearning format as a standalone product but as a combined product with the Foundation course.

MSP® Foundation Blended Learning

Foundation Examination	<p>What the course covers</p> <ul style="list-style-type: none">• Complements our eLearning course and prepares you for the Foundation exam• Introduce the MSP® key changes and why they were made• Introduce the MSP® principles and explain how they fit with other parts of MSP®• Explain the key themes and their link to the lifecycle• Explain how the techniques are applied in the real world
One day plus self-study	<p>Benefits</p> <ul style="list-style-type: none">• You will already be familiar with MSP® from the eLearning module; the event is focused on building your understanding so you can use MSP® in practice• Finalise your preparations for the examination
eLearning	Our MSP Foundation eLearning prepares delegates for this event

MSP® Practitioner Blended Learning

Practitioner Examination	<p>What the course covers</p> <ul style="list-style-type: none">• Complements our eLearning course and prepares you for the Practitioner exam• Developing the knowledge required to apply MSP® against scenarios• Interpretation of the guidance and explanation of the examination requirements• Delivers Practitioner examination coaching
One day plus self-study	<p>Benefits</p> <ul style="list-style-type: none">• You will already be familiar with MSP® having passed the Foundation examination and completed the Practitioner eLearning module• Complex issues around MSP® are likely to have developed and the facilitator will give you a deeper understanding of how the methodology fits together
eLearning	Our MSP Practitioner eLearning prepares delegates for this event

MSP® Advanced Practitioner

Advanced Practitioner Examination	<p>What the course covers</p> <p>We have been at the forefront of Change Programme Management for 10 years and have used this experience to develop the Advanced Practitioner examination model.</p> <ul style="list-style-type: none">• Useful for Programme Managers who want a practical module on how to use MSP®• With only 20 slides for a two-day course, this gives you an indication of the level of interaction associated with this course
Two days plus self-study	<p>Benefits</p> <ul style="list-style-type: none">• Provides in-depth understanding of how to interpret MSP® in real world scenarios• Greatly enhances your personal confidence in how to deal with the Governance Themes• Understand how to resolve Programme Management issues using MSP® far beyond the text in the manual
eLearning	This course is currently unavailable in eLearning format.

PRINCE2® Foundation

Foundation Examination

What the course covers

- Introduce the concepts of structured Project Management
- Explain the value of PRINCE2® techniques
- Fully explain the critical PRINCE2® principles
- Cover the PRINCE2® lifecycle stages in detail
- Use the PRINCE2® techniques
- Develop a comprehensive knowledge of the templates

Three days plus self- study

Benefits

- Provides a structured method for effective Project Management
- The PRINCE2® Project Management approach is widely used in the private and public sectors, both in the UK and internationally

eLearning

This course is also available in eLearning format.

PRINCE2® Practitioner

Practitioner Examination

What the course covers

This course can run consecutively after completing a three-day Foundation course or for two days standalone.

- Develops the learning already derived from Foundation level and enhances this to Practitioner level
- Develops the knowledge required to apply PRINCE2® against scenarios
- Interprets the guidance and explains the examination requirements

Two days plus self- study

Benefits

- You will already be familiar with PRINCE2® and have passed the Foundation examination
- These session moves on to the complex issues around PRINCE2® that are likely to have developed and the facilitator will give you a deeper understanding of how the methodology fits together

eLearning

This course is not available in eLearning format as a standalone product but as a combined product with the Foundation course.

PRINCE2® Foundation Blended Learning

Foundation Examination	<p>What the course covers</p> <ul style="list-style-type: none">• Follows on from our eLearning package• Introduce the PRINCE2® key changes and why they were made• Introduce the PRINCE2® Principles and explain how they fit with other parts of PRINCE2®• Explanation of the key themes and their link to the lifecycle• Explanation of how the techniques are applied in the real world
One day plus self-study	<p>Benefits</p> <ul style="list-style-type: none">• You will already be familiar with PRINCE2® from the eLearning module; the event is focused at building your understanding of how this links together so that you can use PRINCE2® in practice• Finalise your preparations for the examination
eLearning	Our PRINCE2® Foundation eLearning prepares delegates for this event

PRINCE2® Practitioner Blended Learning

Practitioner Examination	<p>What the course covers</p> <ul style="list-style-type: none">• Develops the learning already delivered from Foundation level and the Practitioner eLearning course• Develops the knowledge required on how to apply PRINCE2® against scenarios• Interpretation of the guidance and explanation of the examination requirements
One day plus self-study	<p>Benefits</p> <ul style="list-style-type: none">• You will already be familiar with PRINCE2® and have passed the Foundation examination and completed the Practitioner eLearning module• Complex issues around PRINCE2® are likely to have developed and the facilitator will give you a deeper understanding of how the methodology fits together
eLearning	Our PRINCE2® Practitioner eLearning prepares delegates for this event

P3O® Foundation

Foundation Examination	<p>What the course covers</p> <ul style="list-style-type: none">• Introduces the concepts of Portfolios, Programmes and Projects and the structures that support them• Gives an understanding of different P3O® models, functions and services with supporting roles and responsibilities• Introduces the P3O® lifecycle and operational tools and techniques
Three days plus self-study	<p>Benefits</p> <ul style="list-style-type: none">• Increases understanding of how P3O® can add value to an organisation• Understand how to implement P3O® and tailor it within your organisation• Gain sufficient knowledge to pass the Foundation examination
eLearning	This course is also available in eLearning format

P3O® Practitioner

Practitioner Examination	<p>What the course covers</p> <p>This course can run consecutively after completing a three-day Foundation course or for two days standalone.</p> <ul style="list-style-type: none">• Develops the learning already delivered from Foundation level to Practitioner level• Develops the knowledge required on how to apply P3O®• Interprets the guidance and explains the examination requirements
Two days plus self- study	<p>Benefits</p> <ul style="list-style-type: none">• You will already be familiar with P3O® and have passed the Foundation examination• This session gives a deeper understanding of the roles and responsibilities within P3O® and how to tailor them• It also offers increased confidence to delegates in real world application of P3O® functions and services• Thorough knowledge of P3O® concepts and techniques at application level
eLearning	<p>This course is not available in eLearning format as a standalone product but as a combined product with the Foundation course.</p>

MoP® Foundation

Foundation Examination	<p>What the course covers</p> <ul style="list-style-type: none">• An overview, including how to implement, sustain and measure MoP® including approaches to implementation, benefits and assessing maturity• The strategic and organisational context of MoP®• MoP® Principles• MoP® Definition and Delivery Cycles• MoP® Roles and Responsibilities• Portfolio level documentation• Guidance on the techniques for the preparation of the examination
Three days plus self- study	<p>Benefits</p> <ul style="list-style-type: none">• Application of MoP® common vocabulary• Increased confidence for delegates in real world application• Thorough knowledge of the MoP® methodology at theory level• Ability to explain the benefits of a MoP® approach to Senior teams
eLearning	<p>This course is also available in eLearning format.</p>

MoP® Practitioner

Practitioner Examination	<p>What the course covers</p> <p>This course can run consecutively after completing a three-day Foundation course or for two days standalone.</p> <ul style="list-style-type: none">• Develops the learning delivered at Foundation level up to Practitioner level• Application to complex scenarios• Interpretation of the exam and more in-depth analysis of the issues associated with MoP® application
Two days plus self- study	<p>Benefits</p> <ul style="list-style-type: none">• Increased confidence in real world application of effective Portfolio Management• Understanding and knowledge of the MoP® methodology at theory and application level to achieve Practitioner level qualification• Increased confidence and understanding when dealing with portfolio professionals
eLearning	<p>This course is not available in eLearning format as a standalone product but as a combined product with the Foundation course.</p>

M_o_R® Foundation

Foundation Examination	<p>What the course covers</p> <ul style="list-style-type: none">• M_o_R® Principles gives an understanding of the requirements and the benefits of both the Foundation and Successive principles• M_o_R® Approach covers Policy, Process, Strategy and Plans, Risk Register and Issue Register. Embedding and Reviewing of the Management of Risk• Guidance on the techniques for the preparation for the examination
Three days plus self- study	<p>Benefits</p> <ul style="list-style-type: none">• Increased confidence to delegates in real world application of effective risk management• Understanding and knowledge of the M_o_R® methodology at theory and application level to achieve foundation level qualification• Increased confidence and understanding when dealing with Risk Management professionals
eLearning	<p>This course is also available in eLearning format</p>

M_o_R® Practitioner

Practitioner Examination	<p>What the course covers</p> <p>This course can run consecutively after completing a three-day Foundation course or for two days standalone.</p> <ul style="list-style-type: none">• Follows on from the Foundation course and takes on broader issues of risk application• Application of risk concepts to complex scenarios• Interpretation of the exam and more in-depth analysis of the issues associated with M_o_R® application
Two days plus self- study	<p>Benefits</p> <ul style="list-style-type: none">• Increased confidence for delegates in real world application of effective Risk Management• Understanding and knowledge of the M_o_R® methodology at theory and application level to achieve Practitioner level qualification• Increased confidence and understand when dealing with risk professionals
eLearning	<p>This course is not available in eLearning format as a standalone product but as a combined product with the Foundation course.</p>

Knowledge Based Events

We can provide a range of knowledge-based qualifications accredited by The [Association for Project Management](#) which adhere to their strict quality criteria and syllabus.

APM Project Fundamentals Qualification (PFQ)

PFQ Examination What the course covers

The course covers the latest version (6th edition) of the APM Body of Knowledge and provides delegates with a sound introduction in Project Management fundamentals which can be carried from one job to another.

Fundamentals to apply the key elements of Project Management include:

- Planning and scheduling
- Communication
- Teamwork
- Resource Management
- Project Risk Management
- Project reviews

Two days plus self-study

Benefits

- Application of the APM glossary of terminology
- Increased confidence for delegates in real world application of Project Management
- Thorough coverage of applicable APM BoK6 knowledge areas
- Delegates will be fully prepared to take the PFQ examination

eLearning

This course is also available in eLearning format

APM Project Management Qualification (PMQ)

PMQ Examination What the course covers

The course covers the latest version (6th edition) of the APM Body of Knowledge and provides delegates with a solid grounding in all elements of Project Management from individual assignments to large scale capital projects.

Modules include:

- Organisation and structures
- Project lifecycle
- Contents and environments
- Governance
- Communication
- Leadership and teamwork
- Planning
- Schedule and Resource Management
- Procurement
- Risk and issues
- Quality

Five days plus self-study

Benefits

- Application of the APM glossary of terminology
- Increased confidence for delegates in real world application of Project Management
- Thorough coverage of applicable APM BoK6 knowledge areas
- Delegates will be fully prepared to take the PFQ examination

eLearning

This course is currently unavailable in eLearning format

Theme Events

These courses are designed for people who may have attended one of the AXELOS best practice courses and who now need to take that basic knowledge and start to become competent practitioners and more effective in their jobs. These courses focus on the key techniques and provide practical advice and exercises that take you on to the next level of competence.

Planning Principles

C4CM™ Award	What the course covers
RQF National Level 4	<ul style="list-style-type: none">• Basic planning concepts and building a product-based plan• Planning toolkit• The art of estimating• Developing the critical path• Using Earned Value Management• Controlling your plan• Tracking and reporting progress

One day plus self-study	Benefits <ul style="list-style-type: none">• Increased understanding of planning• Test the concepts with a case study• Increase your personal capability to plan effectively• Gain a qualification to prove your competence (optional)
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eLearning This course is also available in eLearning format

Stakeholder Engagement Principles

C4CM™ Award	What the course covers
RQF National Level 4	<ul style="list-style-type: none">• Understand the characteristics of successful Stakeholder Management• Interfaces between Stakeholder Management and programme and project delivery• The Stakeholder Engagement Cycle explained• Key techniques to use at each stage of the cycle• Developing the Stakeholder Engagement Strategy• Communicating for Success

One day plus self-study	Benefits <ul style="list-style-type: none">• Increased understanding of how to engage and influence stakeholders• Develop a systematic approach that can be applied to your initiative• Increase your own confidence to try techniques and develop an approach• Gain a qualification to prove your competence (optional)
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eLearning This course is also available in eLearning format

Benefits Management Principles

C4CM™ Award
RQF National
Level 4

What the course covers

- Key concepts of Benefits Management
- Interfaces between Benefits Management and programme and project delivery
- The Benefits Management Cycle
- Understand the key Benefits Management information sets
- Identify the measures needed to track performance
- Explain the different types of benefits and the “Benefits Chain Reaction”

One day plus
self-study

Benefits

- Increased understanding of why benefits are complex, but also critical to success
- Develop a systematic approach that can be applied to your initiative to improve Benefits Management
- Increase your own confidence to try Benefits Management techniques and develop an approach
- Gain a qualification to prove your competence (optional)

eLearning

This course is also available in eLearning format

Risk Management Principles

C4CM™ Award
RQF National
Level 4

What the course covers

- Key concepts of Risk Management
- Introduce the Management of Risk (M_o_R®) concepts
- The Risk Management Cycle key activities
- Introduce the concepts of threat and opportunity
- Understand the key Risk Management information sets

One day plus
self-study

Benefits

- Increased understanding of why Risk Management is often talked about but poorly applied
- Develop a systematic approach that can be applied to your initiative to improve Risk Management
- Increase your own confidence in Risk Management techniques and develop an approach to practice these day-to-day
- Gain a qualification to prove your competence (optional)

eLearning

This course is also available in eLearning format

Vision and Blueprint Principles

C4CM™ Award
RQF National
Level 4

What the course covers

- Key concepts of the Vision and the Blueprint in a Programme environment
- Introduce key Vision techniques and apply them to a scenario
- Introduce the key concepts of business modelling
- Establish the key areas to look at when developing an “as is” state with some key techniques that can be used
- Options analysis tools to help when the best route is not clear

One day plus
self-study

Benefits

- Increased understanding of why programmes without blueprints are unlikely to succeed
- Use basic business modelling tools to increase understanding of their use
- Produce a basic blueprint that covers an “as is” and “to be” state that could be used for Change Programmes
- Undertake an options analysis to clarify how decisions can be made when faced with difficult options in a programme
- Gain a qualification to prove your competence (optional)

eLearning

This course is also available in eLearning format

APMG International Change Management™ Foundation

Foundation
Examination

What the course covers

The principles of Change Management including:

- Individual responses and reactions to change
- Effects of change on team structures
- Effects of change on organisations

Three days plus
self-study

Benefits

- Give you a basic understanding of the issues that you and your colleagues face when going through change
- Use techniques and tools to find out more about your own reactions to change
- Better understand the stakeholder reaction to changes you are initiating
- Gain an internationally recognised qualification to prove your basic knowledge and understanding

eLearning

This course is also available in eLearning format

APMG International Change Management™ Practitioner

Practitioner Examination

What the course covers

This course can run consecutively after completing a three-day Foundation course or for two days standalone.

- The practice of Change Management, including useful tools, techniques and approaches for managing:
 - Individual responses and reactions to change
 - Effects of change on team structures
 - Effects of change on organisations
- Course texts supplied: Making Sense of Change Management by Cameron & Green and Change Management Practitioner Handbook by APMG

Two days plus self-study

Benefits

- Gives you a complete understanding of the principles and practice of Managing Change in organisations
- Learn practical, proven techniques, tools and approaches to Managing Change both in yourself and for others
- Better understand the stakeholder reaction to changes you are initiating
- Gain an internationally recognised qualification to prove your basic knowledge and understanding

eLearning

This course is not available in eLearning format as a standalone product but as a combined product with the Foundation course.

APMG International Managing Benefits™ Foundation

Foundation Examination

What the course covers

- Overview
- Principles
- Identifying and quantifying benefits
- Value and appraising benefits
- Planning benefits realisation
- Review benefits realisation
- Portfolio based application of Benefits Management
- Implementing, sustaining and measuring benefits

Three days plus self-study

Benefits

- Enhanced professional competence through Benefits Management practices and techniques
- Ability to implement methods, including knowledge of management accountancy and behavioural finance
- Understanding of the principles upon which successful approaches to Benefits Management are built and applied
- Become adept at forecasting realistic benefits to produce Business Cases which address business issues and objectives
- Realise benefits to improve prospects in terms of investors, clients, revenue and efficiency level
- Ability to demonstrate more efficient and effective practices through better use of available resources
- Improved return on investment from change initiatives
- Enhanced confidence on the part of regulators and funding agencies.
- Have an organisation-wide understanding of the benefits a project or programme will produce and be able to measure when they are realised

eLearning

This course is also available in eLearning format

APMG International Managing Benefits™ Practitioner

Practitioner Examination	<p>What the course covers</p> <p>This course can run consecutively after completing a three-day Foundation course or for two days standalone.</p> <ul style="list-style-type: none">• Follows on from the Foundation course and takes on broader issues of Managing Benefits™ application• Application of Managing Benefits concepts to complex scenarios• Interpretation of the exam and more in-depth analysis of the issues associated with Managing Benefits™
Two days plus self- study	<p>Benefits</p> <ul style="list-style-type: none">• Have an organisation-wide understanding of the benefits a project or programme will produce and be able to measure• Increased confidence to delegates in real world application of effective managing benefits• Understanding and knowledge of the Managing Benefits™ methodology at theory and application level to achieve Practitioner level qualification
eLearning	<p>This course is not available in eLearning format as a standalone product but as a combined product with the Foundation course.</p>

AgileBA® Foundation & Practitioner

Foundation & Practitioner Examination	<p>What the course covers</p> <p>This is the four-day approach to gaining the Foundation and Practitioner qualification (three days training and one day for the Practitioner exam).</p> <ul style="list-style-type: none">• The role of the Business Analyst in an Agile World• Agile Fundamentals and the Agile BA®• The Agile Business Case• Stakeholders in the Agile Project• Requirements and User Stories• Prioritisation, Workshops and Modelling• Timeboxing and Iterative Development• The Requirements Lifecycle in an Agile Project• Interpretation of the exam and more in-depth analysis of the issues associated with AgileBA® application
Four days plus self- study	<p>Benefits</p> <ul style="list-style-type: none">• Knowledge and understanding of AgileBA®• Agile Business Analysis techniques• How to move from traditional to more agile ways of working• One year's free membership of the Agile Business Consortium for successful candidates
eLearning	<p>This course is currently unavailable in eLearning format</p>

AgilePM® Foundation

Foundation
Examination

What the course covers

- Agile Overview
- Philosophy, Principles and Project Variables
- Roles and Responsibilities
- The Agile Lifecycle
- Key Practices
- Planning and Control
- Other Practices

Three days plus
self- study

Benefits

- Understanding of the roles involved in successfully delivering an Agile Project
- Understanding the sequencing of activities in an Agile project
- Potential to continue onto Practitioner
- One year's free membership of the [Agile Business Consortium](#) for successful candidates

eLearning

This course is currently unavailable in eLearning format

AgilePM® Practitioner

Practitioner
Examination

What the course covers

This course can run consecutively after completing a three-day Foundation course or for two days standalone.

- Roles and Responsibilities – the PM view
- Agile Project Management through the Lifecycle
- Effective use of the products
- Deliver on time
- People, Teams and Interactions
- Requirements and User Stories
- Estimating – How and When
- Project Planning
- Quality
- Risk Management
- Tailoring the Approach

Two days plus
self- study

Benefits

- Understanding and practised use of appropriate tools and techniques for Agile Projects
- Increased confidence to delegates in real world application of effective Agile Project Management
- Understanding and knowledge of the AgilePM® methodology at theory and application level to achieve Practitioner level qualification
- One year's free membership of the [Agile Business Consortium](#) for successful candidates

eLearning

This course is currently unavailable in eLearning format

Better Business Cases™ Foundation & Practitioner

Foundation & Practitioner Examination	<p>What the course covers</p> <p>This is the five-day approach to gaining the Foundation and Practitioner qualification.</p> <ul style="list-style-type: none">• Introduction to Better Business Cases™• Making the Case for Change• Exploring the Preferred Way Forward• Determining Potential Value for Money• Preparing for the Potential Deal• Ascertaining Affordability and Funding Requirement• Planning for Successful Delivery• Procuring the Value for Money Solution• Contracting for the Deal• Ensuring Successful Delivery• Review the Business Case Development Process
Five days plus self-study	<p>Benefits</p> <ul style="list-style-type: none">• An improved understanding of the Better Business Cases™ process, relevant to both those responsible for producing business cases and those who approve them• Understanding of an established and proven methodology which can be applied at both strategic (macro) and tactical (micro) levels• Core business competency for any Manager or Director
eLearning	<p>This course is also available in eLearning format</p>

Role Specific Events

These events are designed to help people who want to focus on gaining knowledge specific to their role and to help them understand the themes and frameworks specific to their role and what skills they need to fulfil them.

SRO & Sponsor Executive Briefing

None	<p>What the course covers</p> <p>This Executive Briefing is a three-hour facilitated workshop for Senior Programme Leadership personnel.</p> <ul style="list-style-type: none">• It develops an understanding of what makes an effective, competent SRO• Key challenges facing the role• Explains the “Golden Thread” of leading a programme• Clarifies the differences between Portfolios, Programme and Projects and how the AXELOS frameworks support each of these• The course concludes with a session on Benefits Management and the critical links to the Business Case
Half day minimal preparation	<p>Benefits</p> <p>You should preferably have a general understanding of PRINCE2® and MSP® principles in order for the leadership requirements of the SRO role and the PPM language make more sense.</p> <ul style="list-style-type: none">• Real life experiences from both the workshop facilitators and the delegates play a significant part of this course - this approach helps bring the challenges and accountabilities for an SRO into much clearer perspective by providing examples of how other organisations have deployed and used the frameworks and techniques• Demystifies the Programme and Project Management terminology to increase confidence in leading changes using these methods• Highly interactive format enables real world situations to be explored• The Master Class provides a good foundation for subsequent 1:1 coaching
eLearning	<p>This course is currently unavailable in eLearning format</p>

Business Change Manager Master Class

C4CM™ Award RQF Level 3	<p>What the course covers</p> <ul style="list-style-type: none">• How the role of Business Change Manager fits into the delivery of organisational change and the requirements for the role• The importance of Benefits Management and Realisation as a driver for Change Management• How stakeholder analysis and effective communications drive change in an organisation• The importance of planning and Risk Management in managing the change impact on organisations and individuals
Two days plus self- study	<p>Benefits</p> <ul style="list-style-type: none">• An introduction to the Best Practice in Business Change Management• An introduction to the language of Business Change Management• A focus on the principles of Benefits Management and Delivery, Stakeholder Management, and Communications as being critical for the success of the Business Change Manager• Gain a qualification to prove your competence (optional)
eLearning	<p>This course is currently unavailable in eLearning format</p>

Programme Office Practitioner

C4CM™ Award
RQF Level 3

What the course covers

- The services that are needed to effectively support a Programme and/or Projects
- Focuses at the process aspect of the role, how to design a good process and effectively manage it
- The skills and behaviours of effective staff and how they can add value to the business through effective communications and support

One day plus
self-study

Benefits

- An introduction to the best practice in Programme and Project Office Management
- Clarifies the roles of key individuals and increases the confidence of new staff members to help and support Programmes and Projects
- More effective Programme and Project Office support for the organisation
- Gain a qualification to prove your competence (optional)

eLearning

This course is currently unavailable in eLearning format

Competent Planner

C4CM™ Award
(optional)

What the course covers

- Planning techniques and when to use them
- Covers key concepts and applies them to practical scenarios

Two days plus
self-study

Benefits

- Increased confidence using common planning techniques
- Provides the tools and techniques to help construct an achievable plan
- Gain a qualification to prove your competence (optional)

eLearning

This course is currently unavailable in eLearning format

Project Manager Soft Skills

C4CM™ Award
RQF Level 4

What the course covers

- This course is designed for Project Managers and teams that need to develop a broader skill set that enables them to influence and win support for their projects
- The course will cover basic techniques on effective listening
- Recognising personality types and how to deal with them
- Non-verbal communication and written communications
- Negotiating skills and establishing rapport

One day plus
self-study

Benefits

- Gives an introduction to the basic concepts of soft skills and why they are critical to successful delivery
- Increase your awareness of different personality types and how to manage situations effectively
- Increases your confidence in using the new techniques
- Increases your effectiveness as a Programme/Project Manager
- Gain a qualification to prove your competence (optional)

eLearning

This course is currently unavailable in eLearning format

Gate Reviewer

C4CM™ Award
RQF Level 4

What the course covers

This course is designed for in-house staff who are part of an internal Gate process.

- Looks at a standard Gate model, using the AXELOS Gateway as an example of best practice
- Introduce the three-step model any Gate Review must take
- Emphasise the need for the softer side of the engagement process and not just the hard fact gathering elements

One day plus
self-study

Benefits

- Gives you a sound understanding of the principles of effective Gate reviews
- Increase your awareness of how to follow a line of enquiry
- Introduce the use of open questions, their dangers and benefits
- Increase your confidence to undertake a review, either as a team member or a lead
- Gain a qualification to prove your competence (optional)

eLearning

This course is currently unavailable in eLearning format

P3M3® Maturity Assessor

C4CM™ Award²
RQF Level 4

What the course covers

- Introduce the key principles behind maturity reviews
- CMMI Maturity model will be explained
- The main PPM Maturity models will be introduced and evaluated
- The AXELOS P3M3® model will be used to help delegates undertake an information assessment of their own organisation

One day plus
self-study

Benefits

- Increased knowledge of how maturity models work and how they can be applied
- Understand the five CMMI Levels of maturity and how these can benefit your organisation
- Full explanation of the AXELOS P3M3® model and summarised analysis of the key elements
- Confidence to utilise the P3M3® model in your organisation
- Gain a qualification to prove your competence (optional)

eLearning

This course is currently unavailable in eLearning format

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² Please note, the award tests the ability to run a maturity assessment not knowledge of P3M3®