

جمعية المستشارين والمدربين الإداريين
INSTITUTE OF MANAGEMENT
CONSULTANTS AND TRAINERS

Since 1996
IMC
JORDAN

Certified Manager Program



I. IMC - Jordan

IMC-Jordan is a private not for profit professional association that aims to effectively represent, promote, and advance the Jordanian management consulting and training professions and professionals to the best interest of their clients in Jordan and abroad through various activities including: certification programs, training, networking, establishing and regulating standards, and providing guidance. IMC-Jordan has been providing various training in the Business Management Field since 1995 to both the public and private sectors in Jordan and abroad.

II. Certified Manager Program

IMC provides the Certified Manager program (CM) training and certification.

Program Summary:

The Certified Manager Program is a professional training program sponsored by the Institute of Certified Professional Managers (ICPM). The CM Program develops and enhances general management skills and prepares individuals to take the CM management certification exams. Those who successfully complete the CM exams achieve the CM certification, a prestigious credential that recognizes competency and professionalism of managers worldwide in all fields.

Certification has long been a mark of competency and credibility. Certified Liability Underwriters (CLU), Chartered Financial Analysts (CFAs), and Microsoft Certified Professionals (MCPs) have all successfully used certification in their respective fields to distinguish them from their colleagues. Now managers can obtain professional recognition with the CM certification.

For individuals, the CM certification:

- ◆ Builds management knowledge & skills
- ◆ Reflects professional achievement
- ◆ Enhances career opportunities and advancement

For employers, the CM certification:

- ◆ Confirms management competence
- ◆ Demonstrates professional commitment
- ◆ Sets standards for quality management

Program Content:

- ◆ Management Skills I: Foundations of Management
- ◆ Management Skills II: Planning and Organizing
- ◆ Management Skills III: Leading and Controlling

III. How to Get Certified

Earn CM certification in three easy steps:

Step 1: Get Trained

Training includes 3 study manuals, on line training, and the attendance of training sessions held in Amman, Jordan.

CM Modules	Training Hours
Module I: Foundations Of Management	20
Module II: Planning And Organizing	20
Module III: Leading And Controlling	20

Step 2: Get Certified

Pass the 3 required written examinations. Each exam is 120 multiple questions.

Step 3: Get Recognized

Upon successful completion of the exams, the Certified Managers will receive certificates of accomplishment, have their names published in the "Certified Letter," and ICMI quarterly publication with over 10,000 subscribers.

Certified Manager Program Outline

◆ **Management Skills I: Foundations of Management**

Outlines:

1. Covers managerial roles and skills
2. The four essential management functions (planning, organizing, leading and controlling)
3. Entrepreneurship
4. Managing diversity
5. Managing globally
6. Ethics and social responsibility
7. Business law
8. Communication
9. Management information systems
10. Product development and economics.

◆ **Management Skills II: Planning and Organizing**

Outlines:

1. Covers planning and formulating strategy
2. Operations management
3. Project management
4. Planning effective meetings
5. Decision-making
6. Managing teams
7. Organizing work and structure
8. Human resource management.

◆ **Management Skills III: Leading and Controlling**

Outlines:

1. Covers leadership skills,
2. Empowerment
3. Motivation
4. Time and stress management
5. Delegating, managing change
6. Conflict management
7. Operations control
8. Quality management
9. Financial management