CBP™ Professional – Foundation Level
Leadership

Course Overview

The CBP™ Leadership Certification equips the business professional with the skills and characteristics required for effective leadership. Effective leadership skills are in demand in every aspect of business and are recognized as an indispensable element for corporate success.

There is no doubt that leadership is the art of influencing others, and mastery of that art boost the work towards success, where the effective leader can sharpen the energies of his/her staff to work actively with determination and passion to succeed in their job. This program covers all the essentials of today's leaders. It is a hands-on and interactive module that uses real life scenarios to develop practical leadership skills.

This program is ideal for anyone who wishes to grow and develop the skills necessary to start the business towards progress, success and prosperity.

Course Objectives

The CBP™ Professional-Leadership training program aims to prepare trainees, especially those who have recently joined the work environment. The program provides the trainees with the most important tips and principles that help to achieve a successful and effective leadership skills in the workplace, and refines their skills by introducing them to the latest methodologies that allow them to reach the most of their capabilities. The course objectives are as follows:

- Define effective leadership
- To clarify the responsibilities of the successful leader
- To explain the basics of mastery of leadership
- To distinguish between leadership and management
- Determine the appropriate and effective leadership style
- Explain the importance of values in defining vision and mission
- Develop strategies for effective decision-making
- Review and form an effective team and introduce appropriate motivation

Course Outcomes

At the end of this program, the trainee will be able to:

- Define effective leadership comprehensively
- Define the responsibilities of a successful leader
- Understanding and mastery of leadership skills
- Compare leadership and management
- Identifies the appropriate and effective leadership style
- Develops the organization's vision and work tasks
- Making decisions with high efficiency and quality

Who Should Attend?

This course is designed for professionals committed to exceeding the standards of excellence in leadership within the work environment.

Course Duration

The duration of this program is **15 training hours**. The training hours vary according to the schedules of the certified and Authorized CBP™- Certified Business Professional centers.

Course Language Delivery

This course is delivered in English Language by certified CBP™ trainers.

Pre-requisites

This course requires that students meet the following prerequisites:

1. The candidate must have a commitment to the pursuit of excellence.
2. The candidate must have completed a high school or secondary school diploma or similar educational standards.
3. The trainer must be a CBP™ at ATP accredited training center or a candidate to be a CBP™.

What you will receive

Students will receive an official course manual for post class reference and review.

Certification Preparation

In this course you will be provided with a set of basic information and skills required to conduct effective leadership practices. The Certified Business Professional (CBP™) certification prepares business professionals by introducing them to the best leadership methodologies and concepts, developing their business skills and providing them with appropriate tools and skills through diverse written and practical exercises, real-life examples and scenarios.

International Certified Business Professional Exam – Leadership

This module prepares candidates to take the Certified Business Professional exam - CBP™ C10-506

You need also to complete the following courses to obtain Certified Manager Certification.

- CBP™ Customer Service Series
- CBP™ Sales Series
- CBP™ Business Communication Series
- CBP™ Customer Service Series

Where can I study this program?

Candidates can study the Business Professional Program and obtain a CBP™ Leadership Certified Business Professional at any of the accredited centers throughout the MENA region.

For a list of accredited training centers, please visit our website: www.ibta-arabia.com

Course Outlines

Module 1: Introduction to Effective Leadership

- What is Leadership
- The definition of a leader
- The definition of a follower
- Characteristics – Features that distinguish effective leaders
- Skill – A developed talent or ability
- Developing a Vision
- Developing a Mission
- Working towards achieving goals
- Building a cohesive team
- Identifying and meeting team needs
- Set standards for measuring team performance
- Accountability
- Motivate
- Everyone can be a leader
- Circumstances shape leaders
- Leaders embrace responsibility
- Clear Goals
- Training
- Followers
- Leadership vs. Managing

Module 2: Choosing the Appropriate Leadership Style

- The Transitionary Nature of Leadership
- Leadership Styles
- Relational Support
- Function Support
- Telling – High Functional, Low Rational
- Selling – High Functional, Hugh Rational
- Participating – Low Functional, High Rational
- Delegating – Low Functional, Low Rational
- The Follower
- Committed Novice – Low Capability, High Motivation
- Uncommitted Expert – High Capability, Low Motivation
- Committed Expert – High Capability, High Motivation
- Uncommitted Novice – Low Capability, Low Motivation
- Situational Leadership

Module 3: Developing a Vision & a Mission

- Direction and Destination
- Passion
- What are values?
- Vision Quest
- Mission Statement
- Develop a Mission Plan
- Effectively Communicate Vision as a Leader

Module 4: Decision Making

- Problem Identification and Analysis
- Recommending Problem Resolution Guidelines
- Problem Resolution
- Establishing decision making criteria
- Establishing criteria (develop decision making criterium)
- Rating criteria
- Risk Analysis – How risky is the decision
- Cost factors – What are the costs of implementing the decision?
- Problem Resolution
- Implementing your decision

Module 5: Team Building for Leaders

- Team Building
- Mission, Goals and Objectives
- Team member selection criteria
- Communicate team member's responsibilities
- Meeting team needs
- Motivation
- Accountability
- Team Building Benefits
- Ownership
- Authority
- Acceptance
- Collective approach to success and failure
- Team Selection
- Team Communication
- Motivating Teams
- Creating a Learning Environment – 4 basic needs
- Relevancy
- Autonomy
- Security
- Belonging

LEARNING OUTCOMES ASSESSMENT

Purpose

Evaluate and assess results of training to identify the level of improvement and enhancement of trainee competencies

Scope
- Measure the validity of the intended skill deliverance
- Consistency and reliability of results across the organization.
- Applicable information specific to course learning outcomes.

Evidence of Learning
Outcomes are defined in terms of the following:
- Knowledge
- Comprehension
- Application
- Analysis
- Synthesis
- Evaluation

Knowledge	• Characteristics of an effective leader • Difference between leading and managing • Technicalities of developing vision and mission for the organization
Comprehension	• How to become an effective leader • How to motivate the team • How to communicate effectively with the team members • Communicate effectively vision of the organization
Application	• How to accept and apply change • Provide support to team members • Ability to lead individuals with different levels of motivation
Analysis	• Identify problems • Develop decision making criteria • Ability to conduct risk analysis
Synthesis	• Formulate applicable and efficient remedies • Develop criteria of selecting team members • Enhance team work and accountability
Evaluation	• Setting performance measurement standards • Setting accountability measures • Enhance employee affiliation and loyalty

Methods and Criteria to Assess Outcomes
1. Online exams
2. Short questions directed to specific learning objectives.
3. A question should be answered in less than 1.5 minutes.
4. Both the English and Arabic versions of the exams reflect the same value.
5. Timely use of the results to make improvements.

Baseline information
The result statements clearly indicate whether they meet the criteria by passing international tests and scoring 70% as a measure of the minimum skills acquired during training.

Who Will Interpret the Results?
The CBP™ International Business Professional certification is conducted by PROMETRIC and through accredited testing centers around the world. The tests measure the level of professionalism and skills and the basic competency level required for CBP™ certification.
All certificates are endorsed and issued by International Business Trading Association (IBTA)

Measurement Methodologies
- Role Plays
- Case Studies
- Scenarios
- Workshops

- Online Practice\Prep Exam
- Online Post/Prometric Exam
- Videos

Communication of Results
An email with results is sent to the trainee once the exam is completed.