



CIPTM

CERTIFIED INTERNATIONAL PROFESSIONAL TRAINING MANAGER (Level II)

Globalization represents a revolutionary integration of capital, technology and information across national borders in a way that is creating a single global market and, to some degree, a global village. While globalization is of greatest concern to businesses and agencies working transnationally, globalization trends affect all businesses whether or not they are truly global. The International Training certifications are designed for the sophisticated manager who knows from his/her experience THAT EVERY MANAGER IS A TRAINER and further that TRAINING, LIKE MOST BUSINESS FUNCTIONS, IS GLOBAL/INTERNATIONAL IN ITS OUTLOOK.

This Certification Program is a core certification program of the American Certification Institute. This program offers the designation of CERTIFIED INTERNATIONAL PROFESSIONAL TRAINING MANAGER (CIPTM) to candidates who demonstrate their understanding of the fundamentals of the profession through the successful completion of rigorous professional certification examinations based upon the INTERNATIONAL PROFESSIONAL TRAINER BODY OF KNOWLEDGE. (IPTBOK).

Professional Designations

Successful candidates are granted the designation of CIPTM. The designation CIPTM may be used just as similar recognitions are employed in accounting, insurance, medicine, law, and other professions. Either the full expression or the initials may be used after the individual's name on business cards, stationery, etc.

Examinations

The certification program for Level II consists of an 80 question multiple choice examination prepared from the INTERNATIONAL PROFESSIONAL TRAINER BODY OF KNOWLEDGE (IPTBOK). International Trainers are increasingly called upon to communicate in a myriad of formal and informal ways. The evolving complexity of the field, the development of electronic information systems, technological innovations, and the development of different management structures and styles, calls for creative communications skills.



MINIMUM REQUIREMENTS TO QUALIFY FOR LEVEL II CERTIFICATION

Candidates who wish to become certified must meet the following requirements:

1. A Bachelor's degree OR more than six years of experience as a trainer or training manager.
2. Satisfactory completion of a 3 hour multiple choice examination covering the "International Professional Trainer" Body of Knowledge" (IPTBOK) addressed in the training program.
3. Completion of an application for certification and payment of all fees.
4. Successful completion of CIPT (Level I)

The CIPTM (Level II) program focuses on The Trainer as a Training Manager.

Training and development is a subsystem of an organization. It ensures that randomness is reduced and learning or behavioral change takes place in structured format, which are training managers responsibility, by planning and leading training activities at a company. Company training helps to develop employees' skills and thus improve their productivity and the caliber of their work. This in turn enables a business to reach its performance goals and makes it competitive in the marketplace.

As a training manager you have to command several tasks as: planning, directing, organizing, managing the various training programs, and coordinating all the informatics training activities of an organization. In some instances, you may be involved in the delivery of training programs to assist users.

You may find different training needs at all levels of your business, from admin staff, shop floor employees to management; you may even need to prioritize your training needs, especially if your training budget is limited, or your training needs are extensive. You may need to prioritize essential training over the desirable, if you can't manage both.

At the end of this training module the participants will be able to follow a strategic training approach in their business, gain the positive impact on productivity and morale

to be sure that all staff gain and develop the skills they need to carry out their jobs effectively.

General Objectives:

By the end of this training module, all “Certified International Professional Training Managers” to be are expected to be able to:

1. Define related terms as: Training, management, manager, and development.
2. Link Training and development (T&D) with change.
3. Explain factors influencing T&D.
4. Describe the T&D process.
5. Use appropriate methods to identify and Analyzing training needs
6. Distinguish between the proactive/strategic approaches of managing training and the traditional/reactive approaches.
7. Explain why project management skills can be helpful to the Training Manager.
8. Write a generic training proposal
9. Set “Training Manager” job description, and role
10. Determine knowledge skills and abilities needed for "T&D Manager"
11. Determine Typical Reasons for employee training and development
12. Set most general benefits from employee training and development
13. Write training and development aims and objectives.
14. Identify Typical Topics of Employee Training
15. Apply Complete Guidelines to Design Training Plan
16. Evaluating the Effectiveness of Training
17. Track Employee Training
18. Design training strategy
19. Implement training strategy

Training Methods and Techniques

Methodology and approaches through this module:

- Motivational Starters.
- Exercises and Tasks that stimulate higher order thinking skills.
- Group work activities’ outcome presentation and feedback exchange.
- Group work.



- Case studies to analyze and obtain general conclusions and lessons.
- Dialogue and debate.
- Real examples and practical applications.
- Story-telling to reach conclusions.
- Simulation of Related Corporate situations and then evaluating them.
- Power Point, Movies and Multimedia Presentations.