

NMA and the Certified Manager Program

Get Trained . . .
Get Certified . . .
Get Recognized!



Certified Manager™ Program Fact Sheet

. . . validating essential skills to lead and manage effectively



WHO: The Institute of Certified Professional Managers (ICPM) is an educational institute and business center of James Madison University located in Harrisonburg, Virginia, USA. ICPM has a 32 year history of educating managers to enhance managerial performance and set standards for quality management in today's workplace.

WHAT: Through a comprehensive, 3-module program of management training and assessment, ICPM certifies a level of management competency which is recognized worldwide by the *Certified Manager™ (CM™)* credential. CM certification is appropriate for managers at all levels and working in all industries. The CM body of knowledge covers the following essential skills and content areas:

Management Fundamentals	Planning + Organizing	Leading + Controlling
<ul style="list-style-type: none"> • roles, skills, functions • types of managers • entrepreneurship • organizational culture • ethical behavior • social responsibility • managing diversity • managing globally • communication • mgmt info systems • innovation • learning organizations • economics 	<ul style="list-style-type: none"> • mission + goals • formulating strategy • operations mgmt • project management • decision making • learning/creativity • empowerment • delegation • org structure • groups + teams • effective meetings • HR management • coaching + feedback 	<ul style="list-style-type: none"> • styles & skills • motivation • managing conflict • managing change • self-empowerment • time management • stress management • mgmt control • operations control • quality mgmt • fin statements/ratios • budgeting • managing risk

NMA...THE Leadership Development Organization
<http://nma1.org>



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The Institute of Certified Professional Managers (ICPM) specializes in management training and certification. Founded in 1974 by the National Management Association (NMA), the International Management Council (IMC), and management educators, the Institute has certified about 10,000 managers worldwide in all industries

WHEN: Enrollment in the CM Program is continuous and CM exams are administered “on demand”. CM certification is attained by meeting eligibility requirements for education and experience, and by passing 3 challenging CM assessment exams. Training and study alternatives include self-directed, group classes, and elearning. Program duration is 15 months.

WHY: CM certification is highly sought after in today’s workplace because:

- It enhances management and leadership skills, knowledge and ethics
- It develops managerial confidence and improves on-the-job performance
- It verifies a level of managerial expertise and sets quality standards
- It demonstrates a manager’s commitment to professional development
- It demonstrates an organization’s commitment to quality management
- It offers a competitive edge for employee selection and advancement

HOW: Applicants can get started today by completing the CM Application Form at www.icpm.biz. Effective January 2008, CM Program fees for US applicants are payable in 1-payment of \$645 or 3-payments of \$230 + shipping/handling. Program fees for international applicants are payable in 1-payment of \$690 US dollars + shipping/handling. Additional information can be obtained via web at www.icpm.biz or by phone at: **1-800-568-4120**.



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