

OCTOBER 2015 - APRIL 2016

# BECOME A **CERTIFIED MANAGER**

Get Trained

Get Certified

Get Recognized



**UNIVERSITY OF NICOSIA**  
**ΠΑΝΕΠΙΣΤΗΜΙΟ ΛΕΥΚΩΣΙΑΣ**



**CERTIFIED  
MANAGER**  
Institute of Certified Professional Managers

## The Certified Manager Program

The **University of Nicosia** is very pleased to announce the offering of the **Certified Manager Program**. The CM Program is a professional training program sponsored by the Institute of Certified Professional Managers (ICPM) in the United States of America. The CM Program is offered in association with Innovage Consulting, the official Training Partners of ICPM in Cyprus. The CM Program develops and enhances general management skills and prepares individuals performing or aiming at performing managerial duties to take the CM management certification exams. **Those who successfully complete the CM exams achieve the CM certification and can use the CM title after their name**, a prestigious credential that recognises competency and professionalism of managers worldwide in all fields.

**All Certified Managers are authorised to use the official professional designation letters CM after their name. They are also fully eligible and qualified to join as full members of the Certified Professional Managers Association of Cyprus.**

## The Certified Manager Body of Knowledge

The Certified Manager Body of Knowledge is organised into 3 modules. Each Module will be taught by trainers approved and accredited by ICPM, holders of PhD degrees and appropriate practical experience. The knowledge domains of each module are assessed by a corresponding CM certification exam (three exams in total). Eligibility requirements must be met and three CM certification exams passed to earn the CM Certification.

## The Program Content

### Management Skills I: Foundations of Management:

**Provides fundamental leadership and management skills and knowledge.**

- Management Fundamentals
- Manager vs. Leader
- Ethics and Social Responsibility
- The Global Environment
- Managing for Sustainability
- Effective Communication
- Decision Making
- Using Information Technology
- The Legal Environment and Risk Management
- Economics and Business



### Management Skills II: Planning and Organizing:

**Provides skills and knowledge for improved planning and organizing.**

- Planning and Strategy
- Value-Chain Management
- Project Management
- Organizational Structure and Culture
- Building Teams and Work Groups
- Human Resource Management
- Workforce Diversity
- Coaching and Feedback
- Networking and Mentoring
- Facilitating Effective Meetings



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

**Provides skills and knowledge for improved leading and controlling**

- Leadership
- Motivation
- Managing Change
- Conflict, Politics, and Negotiation
- Managing Misbehavior
- Time and Stress Management
- Organizational Control
- Operations Control
- Accounting and Financial Information
- Financial Management



### **Why you should participate in the Certified Manager Program**

The CM certification is highly sought after in today's workplace because:

- It will enhance your management and leadership knowledge, skills and ethics.
- It will develop confidence and improve your on-the-job performance.
- It will verify your level of management competency and leadership potential.
- It will demonstrate your commitment to continuing professional development.
- It will offer you a competitive edge for selection and advancement.
- It will add credibility to your organization as an organization that invests in quality management.
- It will give you the opportunity to network locally and internationally with other Certified Managers.
- It will give you the opportunity to continuously find resources and support from your peers and ICPM.

### **Who have already been Certified**

More than 12,000 professionals all over the world have already attended the Certified Manager Program and enjoy the benefits of Certification. Some of the many companies that have already participated in the Certified Manager Program are AIG, Glaxo Smith Kline Pharmaceuticals, Pepsi Cola Bottling Co, Toyota, Harvard University, Bank of America, HSBC, Hellenic Bank, CYTA, Bank of Piraeus, Bank of Cyprus.

### **How to apply**

The application serves as an audit of the applicant's education and experience. It determines eligibility to take the CM certification exams based on a point system.

Education points are awarded for high school completion, college degree and non-degree programs, and management training (including CM preparatory classes). Education points are verified by diploma, degree, and/or certificates of completion.

Experience points are awarded for managerial, non managerial, general business, leadership, and teaching experience. Experience points are verified by reference statements signed by former employers.

### **What does your registration include**

Your investment includes class room training, the three official training McGraw Hill books for the training Modules, the official power point presentation and other Program related material, the participation in the official online multiple choice exam for each Module, the official Certificate and Pin, the Promotional kit, the ICPM online CM Management World Journal, the Certified Newsletter, the JobNet Job Board and participation to the final Recognition Ceremony.



## What do our graduates say

*«Θα το χαρακτήριζα ως το καλύτερο και πληρέστερο εκπαιδευτικό πρόγραμμα που παρακολούθησα μέχρι τώρα σε θέματα Διοίκησης.»*

**Παναγιώτης Βάσου, CM. CYTA**

*«Now I can look ahead with more confidence and trust in my abilities! I am trying daily to implement what I have learnt in the Certified Manager Program and I already enjoy the difference!»*

**Photos Charalambous, CM. Photos Forwarding Ltd**

*«Πιστεύω ότι το Certified Manager Program θα είναι για μένα που ένα πολύτιμο εργαλείο για το μέλλον.»*

**Κυριάκος Σαλλαγκός, CM. Ελληνική Τράπεζα**

*«Από το Certified Manager Program έχω αποκομίσει σημαντικές εμπειρίες που αφορούν το σύγχρονο management και οι οποίες θα βελτιώσουν τις ικανότητες μου στην διεκπεραίωση της εργασίας μου στη Τράπεζα.»*

**Μάριος Γαβριήλ, CM. Τράπεζα Πειραιώς**

*«Το πρόγραμμα Certified Manager με βοήθησε να ανακαλύψω τις ικανότητες μου και να αποκομίσω τις γνώσεις που απαιτούνται από τα σύγχρονα διευθυντικά στελέχη.»*

**Γιάννος Κρεμμός, CM. Blue Island Plc**

*«As a mother of two 10 and 6 it was very hard for me but it is a program that deserves any Sacrifices. I learned so much that I am sure they will help me professionally and personally.»*

**Athena R Leandrou, CM. Photos Logistics Ltd**

*«Τα βιβλία είναι γραμμένα σε μια πολύ κατανοητή γλώσσα, με παραδείγματα από τον διεθνή χώρο, κάτι που καθιστά πιο εύκολη και ευχάριστη την παρακολούθηση του προγράμματος.»*

**Χρίστος Κονομής, CM. Ελληνική Τράπεζα**

*«Το πρόγραμμα Certified Manager είναι ένα από τα καλύτερα προγράμματα που έχω παρακολουθήσει.»*

**Γιάννος Α. Γεωργιάδης, CM. CYTA**

*«Θα το σύστηνα χωρίς επιφύλαξη σε κάθε στέλεχος μικρής ή μεγάλης εταιρίας που ασκεί ή πρόκειται να ασκήσει διοικητικά καθήκοντα.»*

**Γιώργος Λοϊζίδης, CM. CYTA**

*«Το πρόγραμμα Certified Manager με βοήθησε να δω τον ρόλο μου πολύ πιο σφαιρικά, και να επωφεληθώ από τις εξειδικευμένες γνώσεις που απέκομισα.»*

**Μάριος Πελεκάνος, CM. Τράπεζα Πειραιώς**



# CM SCHEDULE

## OCTOBER 2015 - APRIL 2016

### MODULE 1

Management Skills I:  
Foundations of Management:

27/10/2015	15:30 - 20:30
3/11/2015	15:30 - 20:30
10/11/2015	15:30 - 20:30
17/11/2015	15:30 - 20:30
24/11/2015	15:30 - 20:30
1/12/2015	15:30 - 20:30
18/12/2015	16:00 (EXAM)



### MODULE 2

Management Skills II:  
Planning and Organizing:

12/1/2016	15:30 - 20:30
19/1/2016	15:30 - 20:30
26/1/2016	15:30 - 20:30
2/2/2016	15:30 - 20:30
9/2/2016	15:30 - 20:30
16/2/2016	15:30 - 20:30
4/3/2016	16:00 (EXAM)



### MODULE 3

Management Skills III:  
Leading and Controlling:

8/3/2016	15:30 - 20:30
15/3/2016	15:30 - 20:30
22/3/2016	15:30 - 20:30
29/3/2016	15:30 - 20:30
5/4/2016	15:30 - 20:30
12/4/2016	15:30 - 20:30
6/5/2016	16:00 (EXAM)



### FEES

The fees for attending the classes for each module is set to only **520 Euros** plus VAT. The registration fee for each module, which includes course book, exam and use of online practicing centre, is paid directly to the Institute of Certified Professional Managers, (ICPM) in USA and is only **250 Euros**.

### NOTES

Classes will be offered at the University of Nicosia (room to be announced). All classes will be offered on Tuesdays **15:30 - 20:30**. The exam for each module will be online and will be taken at the University of Nicosia.

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