

## The No.1 Internationally recognized certification in Leadership and Management



Institute of Certified Professional Managers | James Madison University  
Harrisonburg, VA, USA



Sun Learning Systems

[www.sunlearningsystems.com](http://www.sunlearningsystems.com)



### The Certified Manager (CM) Program

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.

Content of the CM Program integrates contemporary management theory with the more traditional management approach of planning, leading, organizing and controlling. The content is organized as follows:

#### Management Skills I: FOUNDATIONS OF MANAGEMENT

1. Management Today
2. Manager or Leader?
3. Ethics and Social Responsibility
4. Managing in the Global Environment
5. Managing for Sustainability
6. Effective Communication
7. Decision Making
8. Using Information Technology to Improve Performance
9. Working in the Legal Environment and Managing Risk
10. Understanding how Economics Affects Business

#### Management Skills II: PLANNING & ORGANIZING

1. The Manager as Planner and Strategist
2. Value-Chain Management: Functional Strategies
3. Project Management
4. Managing Organizational Structure and Culture
5. Building Teams and Work Groups
6. Human Resource Management
7. Managing a Diverse Workforce
8. Coaching and Providing Feedback for Improved Performance
9. Networking and Mentoring
10. Planning and Facilitating Effective Meetings

#### Management Skills III: LEADING & CONTROLLING

1. Leadership
2. Motivation
3. Managing Change
4. Managing Conflict, Politics and Negotiation
5. Managing Misbehavior
6. Time and Stress Management
7. Organizational Control
8. Operations Control
9. Understanding Accounting and Financial Information
10. Financial Management

## WHO ARE CERTIFIED MANAGERS?

AVENTIS	NASA
ALCATEL	PEPSI
BAE SYSTEMS	ROYAL JET GROUP
BAYER	RAYTHEON
BOEING	ROCKEFELLER
COCA-COLA	TOYOTA
COMPUTER SCIENCE CORP	TEXAS A&M
GENERAL DYNAMICS	UNITED SPACE ALLIANCE
GASCO INDUSTRIES	US MARINES
GOODYEAR	US NAVY
LOCKHEED MARTIN	VERIZON
PFIZER	GULFSTREAM
US MARINES	HEWLETT PACKARD
ZAKUM DEVELOPMENT COMPANY (ZADCO)	BOROUGE
TAKREER	ADNOC
ABU DHABI AVIATION	

“Throughout the three month period, the students had all shown a strong commitment to the course and their achievements were outstanding. “Certification has long been a mark of competency and credibility,” she said, “and by encouraging our people in this way, we hope it will add to their overall skills set and motivate them further in their careers.”

*Amna Al Mansouri, Vice President of Human Resources and Corporate Support, Royal Jet*

“We feel that the Certified Manager program is an integral part of GASCO’s overall leadership program. It gives us great pleasure to partner with both Sun Learning Systems and ICPM for the CM certification program.”

*Rashed Annoon, Organization Capability Division Manager, GASCO.*

“With the knowledge I received from the CM classes, I am closer to my goal of a career in We are one of the best oilfield development and hydrocarbon production companies in the world. However, as a part of our corporate mission and goals, we are continually striving to improve our management and leadership in the organization. To accomplish this, we are committed to the continuous development of our management team through programs such as the CM certification.”

*Jumaa O. Al Mehairi, Assistant General Manager of ZADCO*

## ABOUT ICPM

**The Institute of Certified Professional Managers (ICPM)** is the world’s largest certifying organization for the management profession. Founded by the National Management Association (NMA), the International Management Council (IMC) and management educators. ICPM has been certifying managers for over 30 years. With over 10,000 managers certified worldwide, ICPM is committed to raising the competency and Professionalism of managers in all fields.



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