



Introduction

Kully Kalon MBA, BA, PgDip, FMAAT, FE Cert, PM Cert (oxon), IDPM(Cambs)

Managing Director

Skype: "kully.kalon" - UK

associatepm

CBP Authorised Instructor

CBP Authorised Training Partner

IDPM Instructor/Partner (Cambridge)

Authorised IAB Partner



associatepm

"delivering change through partnerships"

Contact us at 00 44 (0)7803 940869

Email: IBTA@associatepm.com

FAX: +44 (0)7005 993 904

www.associatepm.com

Partner Offices: UK, London, Bulgaria, Sofia. Canada, BC, Middle East, China



Welcome to the International Business Training Association (IBTA)



Program Overview:



associatepm

"delivering change through partnerships"

Certified Business Professional (CBP)



Copyright © International Business Training Association, IBTA. All Rights Reserved.



About IBTA

The International business Training Association, IBTA is a knowledge-centered organization committed to the training and certifying of business professionals to international standards. The International Business Training Association is a global organization dedicated to:

- Maintaining a common body of knowledge for business professionals
- Providing global leadership in soft-skills for business professionals
- Certifying business professionals in international standards
- Administering training and certification examinations
- Ensuring credentials are maintained and relevant through continuing education policies





IBTA Mission

- To equip business professionals with the skills and certification required to meet and surpass business standards in our global industries



associatepm

"delivering change through partnerships"





About CBP

- The **Certified Business Professional program** is an international industry-neutral credential that validates and develops the business professional. A typical candidate is a professional in pursuit of excellence and is committed to exceeding all standards for the business professional
- The CBP program establishes a **foundation-level, industry neutral** certification for business professionals enabling employers and the candidate to have a platform to develop the CBP for targeted positions within corporations
- The program was **developed by industry-wide and cross platform job task analysis, and by consultation with key industry representatives** to ensure the program's effectiveness and applicability



associatepm

"delivering change through partnerships"





Global Market

- Millions of new workers enter the workforce each year
- Many have technical or industry-specific skills, but lack the basic but essential business skills
- Employers' challenge is to identify the most qualified individual to employ requiring the least amount of training
- CBP provides a quick and economical solution to advance and measure the business skill sets of professionals





CBP Designations

- The following are the three (3) CBP designations that a candidate can possess:
- CBP Professional
- CBP Executive
- CBP Master Executive



associatepm

"delivering change through partnerships"





Certified Business Professional

- The **CBP Professional** credential is for professionals who desire to possess the **foundation business skills** required to support and lead today's organizations. These foundations skills are required by practically all institutions and organizations as a measure of competency
- **In order to attain the CBP Professional credential**, candidates must attend one of the five (5) CBP foundation courses and pass the associated exam, which consist of the following:
 - **Leadership C10-506**
 - **Customer Service C20-507**
 - **Sales C30-508**
 - **Business Etiquette and Professionalism C40-509**
 - **Business Communication C50-510**





CBP Executive

- The **CBP Executive, CBPe**, is a business executive who has developed a wide cross section of business skills and can also integrate into a variety of positions within a corporation
- **In order to attain the CBP Executive credential**, candidates must attend all five (5) CBP foundation courses and pass all associated exams, which consist of the following:
 - **Leadership C10-506**
 - **Customer Service C20-507**
 - **Sales C30-508**
 - **Business Etiquette and Professionalism C40-509**
 - **Business Communication C50-510**





CBP Executive – Fast Track

- Business Professionals may choose to fast-track their way to the prestigious CBP Executive credential
- **In order to attain the CBP Executive credential via *Fast Track***, candidates must attend all the five (5) CBP foundation courses and pass the one (1) associated exam that tests all foundational business skills, which consists of the following:
- **CBP Executive Fast Track Exam**
Exam Number: FT1-707



associatepm

"delivering change through partnerships"





CBP Master Executive

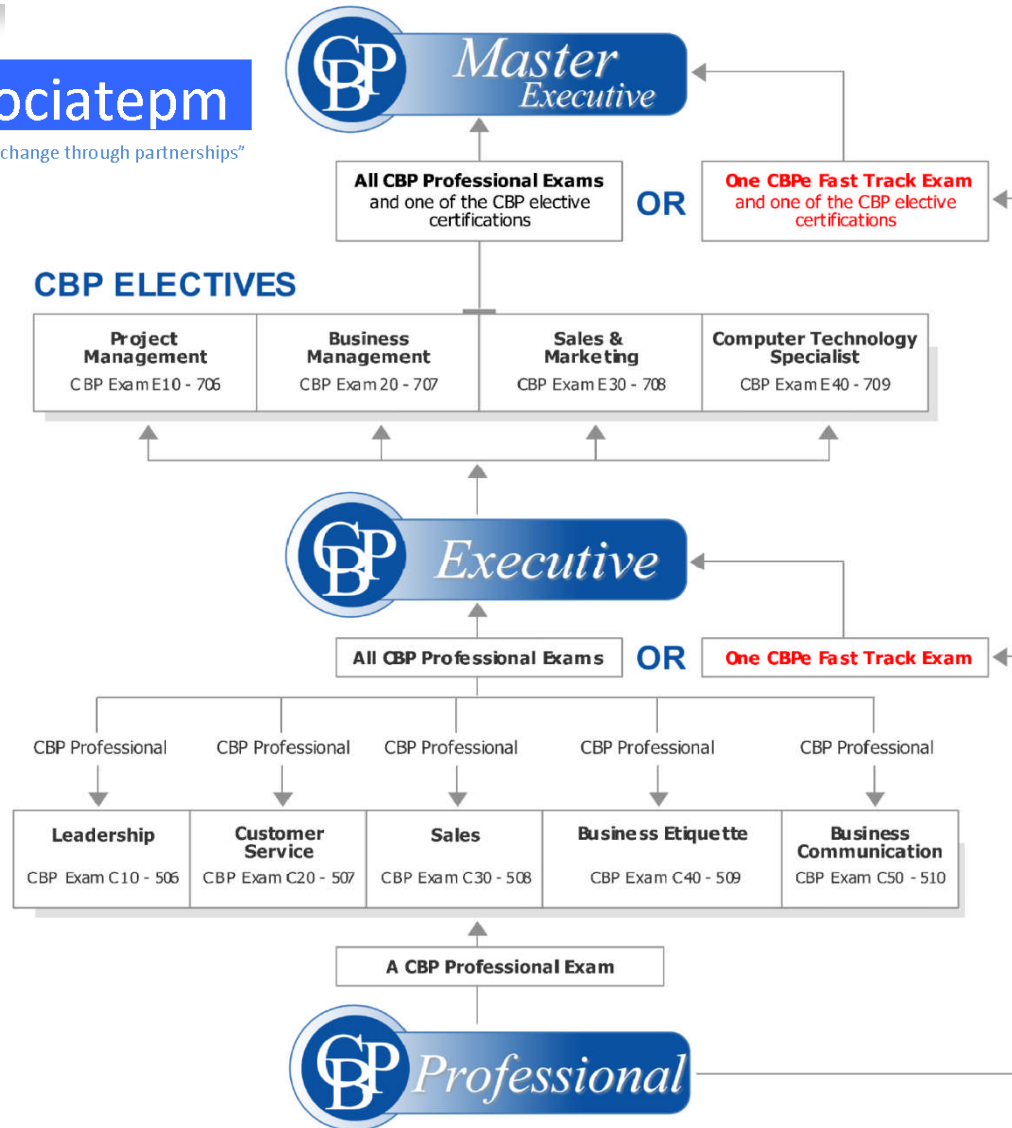
- The **CBP Master Executive, CBPme, program** is for candidates who wish to specialize and gain mastery in specific business skills segments such as Project Management, Business Management, Marketing and Technology
- The **CBPme** is a business executive who possesses core business skills and has achieved mastery in a specific business field
- **To achieve the CBP Master Executive designation**, candidates must complete all the CBP foundation exams, or the CBPe Fast Track exam, and sit one of the following CBP elective certifications:
- **Project Management E10-706**
- **Business Management E20-707**
- **Marketing E30-708**
- **Computer Technology Specialist E40-709**



CBP Certification Path

associatepm

"delivering change through partnerships"





CBP Industries

- The CBP Industries program focuses on providing industry-specific training and certification to the CBP candidate in fields such as **CBP Tourism & Hospitality**



- Upon completion of any CBP Industries course, the candidate can achieve the Certified Business Professional designation by sitting the respective certification exam



associatepm

"delivering change through partnerships"





CBP Candidate Requirements

This course requires that students meet the following prerequisites:

- The candidate must have a commitment to the pursuit of excellence
- The candidate must have a general understanding of business concepts
- The candidate must have completed formal education diploma (or higher) or similar educational standard must be held





Certification

- The CBP Certification exams are **delivered by the International Business Training Association** and are available worldwide through a global network of CBP Authorized Training Partners (ATPs)



associatepm

"delivering change through partnerships"





Benefits of Certification

- Greater visitor or customer satisfaction
- Certified individuals can demonstrate service skills with a widely recognized international certification
- Enhances production and performance levels
- Simple and reliable program that can be integrated into recruitment and staffing processes
- Establishes best practices
- Proof of professional achievement



associatepm

"delivering change through partnerships"





International Recognition

- By achieving the CBP designation, candidates are able to attain an **international recognition** as the CBP program is delivered in many regions of the world such as USA, Canada, Asia, Caribbean, Australia, South America, Central America, Middle East, South Africa and Europe, China and India
- CBP is presently the **world's fastest growing soft-skills certification** for business professionals
- CBP training and certification is now **available in three languages** – English, Spanish, and Arabic, with French and German in development



associatepm

"delivering change through partnerships"





Global Business Skills Standard

- **United States**
- **Canada**
- **Caribbean**
- **South America**
- **Central America**
- **Africa**
- **India**
- **China**
- **Middle East**
- **Europe**



- **English**
- **Spanish**
- **Arabic**



associatepm

"delivering change through partnerships"





Training Partners' Feedback

- “After training employees of MCI in CBP’s Project Management Series, we decided to offer our community the opportunity to gain the same business skills top corporations use,” said **Mitch Buchanan, Training Coordinator, Delaware Area Career Center**



associatepm

“delivering change through partnerships”





ATP Feedback (continued)

- “We are excited with this joint venture. It is wonderful to be in the forefront of providing training in essential business skills through the CBP series. The courses in the CBP program are short, relevant, well-structured and in demand. Each module engages the student and allows them to come out with real-world business principles. The CBP Program should be a core component for every employee in all areas of industry,” said **Larry Granville, General Manager, CCT**



Instructor Feedback

- “I feel strongly that the material covered in the CBP Customer Service book is right on point, easy to read and relevant,” said Diana Hoover, **lead instructor of the ITC Communications and Professional Development**



associatepm

“delivering change through partnerships”

