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Version control

| Version and date of CVMB approval | Date | Valid until |
| --- | --- | --- |
| Version 1.0  | 28.09.2019 | N/A |

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| --- | --- | --- |
| **Candidate Name** |  | **Insert link to your CV** |
| **Level Applied for (check one)** | [ ]  IPMA CC Level A | [ ]  IPMA CC  Level B | [ ]  IPMA CC  Level C |
| **Assignment Title / Name** |  |

General Information

Candidates for levels A and B must provide at least 2 case studies, candidates for level C – at least 1 case study. Your case study shall be no more than 25 pages using a font size of 11 points. You may include an additional 15 pages for appendices. Material in the appendices must be cross-referenced to the body of the case study text.

Background

Provide a detailed description (maximum 3 pages including graphics) of your background. Use the table for the description.

|  |  |
| --- | --- |
| **Characteristics** | **Description** |
| Description of organisation  |  |
| Type and scope  |  |
| Assignment objectives and resources |  |
| Key stakeholders |  |
| Your role(s) and responsibilities(s) |  |
| Distinctive elements of your consulting/coaching assignment  |  |
| Delivery of consultancy and coaching services |  |
| Results and client’s satisfaction |  |
| Lessons learned |  |
| Other (add what you consider assessors should know) |  |

Challenges of the assignment

Please provide an overview of the challenges throughout the period of the assignment. Your report shall address your experience as follows:

* your management and leadership challenges with respect to others;
* how these were acted upon and the results achieved; and
* a reflection on the results and lessons learnt.

You can use the STAR approach (Situation, Task, Action, Result) to structure each competence element in your case study.

A total of 80% of ICB4CCT competence elements for the applied role must be referred to throughout the case study.

Case Study

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| --- |
| 3. Common Competences |
| 3.1 Professional networking |
|  |
| 3.2 Client insight |
|  |
| 3.3 Ethical, legal and professional standards |
|  |
| 3.4 Communication |
|  |
| 3.5 Uncertainty management |
|  |
| 3.6 Self-improvement |
|  |
| 3.7 Change support |
|  |
| 3.8 Expectation management |
|  |
| 3.9 Outcomes |
|  |
| 4. Specific competences for consulting |
| 4.1 Assignment design |
|  |
| 4.2 Guidance |
|  |
| 4.3 Consultancy methods |
|  |
| 4.4 Benefits evaluation |
|  |
| 4.5 Innovation |
|  |
| **5. Specific competences for coaching** |
|  |
| 5.1 Coaching environment |
|  |
| 5.2 Facilitation |
|  |
| 5.3 Coaching models and interventions |
|  |
| 5.4 Insights and learning |
|  |
| 5.5 Coaching evaluation |
|  |