|  |  |  |
| --- | --- | --- |
| D:\IPMA\Website\Intranet\323 Official Graphics\IPMA_full_logo_sm.png | Training Study for Levels A, B, C Candidate | CAPM LOGO novi |

***Please consider the environment before printing this document***

Version control

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

|  |  |  |
| --- | --- | --- |
| D:\IPMA\Website\Intranet\323 Official Graphics\IPMA_full_logo_sm.png | Training Study for Levels A, B, C Candidate | *Reserved for CB logo* |

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

General Information

Candidates for levels A and B must provide at least 2 training studies, candidates for level C – at least 1 training study. Your training 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 training 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 |  |
| Content of transmitted information in its relation to IPMA ICB, ICB4CCT competence elements |  |
| Organisation of the training curriculum, including structure, format and sequences |  |
| Objectives and resources used |  |
| Key stakeholders |  |
| Training methods used |  |
| Your role(s) and responsibilities(s) in preparation, delivering, supporting training |  |
| Results and client’s satisfaction |  |
| Reflection upon the training results, analysis and lessons learned |  |
| Other (add what you consider assessors should know) |  |

Challenges of the training

Please provide an overview of the challenges throughout the period of the training. 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 training study.

A total of 80% of ICB4CCT competence elements must be referred to throughout the training study.

Training Study

|  |
| --- |
| 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 |
|  |
| 6. Specific competences for training |
| 6.1. Training context |
|  |
| 6.2 Transfer |
|  |
| 6.3 Training design |
|  |
| 6.4. Classroom engagement |
|  |
| 6.5 Training evaluation |
|  |