

Managing Benefits Foundation Certification

3 Days

Effective Benefits Management = Return on Investments from Change Initiatives.

Organizations today are coming to realize that benefits and benefits management are integral to the successful management of projects, programmes and portfolios. Yet the reality is that many organizations struggle to demonstrate that the benefits envisioned for change initiatives are actually realized in practice. Learn the principles, processes and best practices of effective benefits management.

LEARNING OBJECTIVES

This course conforms to the syllabus set down by APM Group for those wishing to gain Managing Benefits Foundation certification.

In the Foundation level course, candidates learn and are measured on their knowledge and understanding of benefits management principles, practices, techniques, roles, responsibilities and documents, specifically:

- Definitions, scope and objectives of benefits management, barriers to its effective practice, and the key success characteristics
- Principles upon which successful approaches to benefits management are based
- Five practices contained within the Benefits Management Cycle and relevant techniques applicable to each practice
- Scope of key roles and responsibilities for benefits management and the typical contents of the main benefits management documentation
- Approaches to implementation and the factors to consider in sustaining progress

At the end of this course, you will gain:

- Enhanced professional competence through benefits management practices and techniques
- The ability to implement methods, including knowledge of management accountancy, behavioural finance, psychology, neuro-science and systems thinking
- Understanding of the seven principles upon which successful approaches to benefits management are built and applied to projects, programmes and portfolios
- Adept at forecasting realistic benefits to produce business cases which address business issues and objectives and provide a route to measure success

- The ability to outline costs and benefits to drive business objectives
- Improved return on investment from change initiatives as more benefits are realized and sustained over time
- Executive sponsor confidence and client satisfaction
- The ability to demonstrate more efficient and effective practices through better use of available resources. This enhances an organization's ability to retain motivated and skilled change management staff and to attract investors
- Enhanced confidence on the part of regulators and funding agencies - helping ensure continued funding for change
- An organization-wide understanding of the benefits a project or programme will produce and be able to measure when the benefits are realized

WHO SHOULD ATTEND

This intensive instructor-led program is aimed at anyone wishing to gain the Managing Benefits qualification and to understand the terminology and principals behind benefits management.

- Executive sponsors of change initiatives
- Portfolio, programme and project managers.
- Investment planning & review specialists.
- Change management specialists.
- Business case developers and project appraisers.

PREREQUISITES

Plan to undertake a period of self-study using materials provided in advance of course date. In addition, there will be evening work to be completed throughout the course.

COURSE OUTLINE

Day 1

- Introduction
- Overview of Benefits Management
- Benefits Management Model
- Relationship between the principles, practices and relevant techniques.
- The five practices in the Benefits Management Cycle and how they are applied in practice.
- Factors that affect how practices will be adopted.
- Understand the terms, principles, practices, techniques, documentation, roles and responsibilities and how these are applied.
- Barriers and strategies to overcome barriers
- Key Success Characteristics
- Organizational context

Day 2

- 7 Principles of Benefits Management
- Scope of roles and responsibilities, documentation management, and approaches to implementation.
- How to apply benefits management at a collective or portfolio level.

Day 3

- Getting started in Benefits Management
- The Foundation Exam

EXAM INFORMATION

- Multiple choice format
- 50 questions per paper
- 25 marks or more required to pass (out of 50 available) - 50%
- 40 minutes duration
- Closed-book

In the event that you do not pass the exam, you may write a different exam immediately at no cost. Subsequent sittings will incur a fee.

The Managing Benefits Foundation qualification is permanent.

Photographic identification must be presented to write the exam. Please bring a driver's license, passport or work identification.

Algonquin College Professional Training specializes in industry-focused training solutions that equip employees with the knowledge, skills and expertise needed to succeed in their day-to-day work, to advance in their careers and to build organizational capacity.

HOW TO REGISTER

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