



Empowering Project Professionals Through Learning

Your learning guide



ACCREDITED PROJECT MANAGEMENT TRAINING

TRAININGBYTESIZE.COM

“Small enough to care but big enough to support you for any project management training requirements”

Meet Martyn

OUR CHAIRMAN

“My personal guarantee to you is that we will treat you as a person and not a number, and help you every step of the way to achieve your aims and ambitions.”



*“You don't have to be great
to start,
but you have to start
to be great”*



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Why choose us?



OVER 20 YEARS
EXPERIENCE

FAMILY
RUN

QUALITY
GUARANTEED

What would you like to learn?

Further your Project Management career, upturn business productivity within your organisation, or see increased value in your projects with Training ByteSize's range of next generation learning programmes – equipped for today's busy Project Manager, always on the move.

As a leading provider of project management training, Training ByteSize are a company that equips you with the skills to confidently manage your projects, using cutting edge technology combined with an effective learning platform for individuals and groups alike.

With over 20 years' experience delivering online, blended and classroom training solutions, we are one of the most experienced teams in the Project and Programme Management Training industry.

"This is the first professional qualification we have done online and the whole process went very smoothly. The support and advice from Training ByteSize was important to make it a success and they were always very helpful and quick with their response. The feedback from the delegates in response to studying online was very positive and we achieved a 100% pass rate."

**E-LEARNING MANAGER,
UNITED UTILITIES**

ACCREDITED PROJECT MANAGEMENT TRAINING DELIVERED **YOUR** WAY

YOUR CHOICE

Offering an unparalleled range of industry-recognised qualifications, you'll be sure to find a course suited to your needs.

Develop your full potential and choose from the large range of training courses detailed in this learning guide.

YOUR LEARNING STYLE

We've changed the way our learners study, providing a true multi-platform learning experience that allows you to learn how and when you want.

Training ByteSize learners are in control of how their course content is delivered to them, with a variety of course delivery options to suit their personal learning styles.

Do you prefer to read (text-based), view (multimedia) or listen (classroom) to your learning, or even a combination of all three? Our courses give you the ability to choose the style that suits you best throughout your training programme.

Learn on the move – we understand that today's modern learner leads a busy lifestyle, with little time for professional development. Our ground-breaking learning technology means that you can go mobile on your commute, learn from your tablet at home on the sofa, or squeeze in a session from your desktop in the office!

YOUR SUPPORT

Our friendly, customer-centric team will be on hand to assist you or your team throughout your learning programme, ensuring that you feel well supported on your way to achieving your professional qualification.

As a family-run and owned business with over 20 year's experience in the Project Management and training industry, you can be sure to speak with a friendly and knowledgeable member of the team at all times.

In addition, Training ByteSize customers also benefit from our expert in-house development team - providing an efficient technical support service when needed. They also provide our business clients with e-learning programmes fully customised to their individual requirements for maximum impact within their learner cohorts.



HERE ARE A HANDFUL
OF THE CLIENTS WE ARE
WORKING WITH.

For a full client list and references please contact us.



"Training ByteSize is the most helpful, efficient service I have used. I will be doing future training through them absolutely."

**DANIEL LEASON,
INDIVIDUAL LEARNER**

Taking your exam

AS PROJECT MANAGEMENT TRAINING SPECIALISTS, OUR NUMBER ONE GOAL IS TO ENSURE YOU PASS YOUR EXAMS - AND WE LIKE TO THINK WE HAVE THE EXPERIENCE TO HELP YOU!

READ ON FOR OUR TOP TEN EXAM & REVISION TIPS

ORGANISE YOUR STUDY SPACE

Remove all distractions! We are all guilty of procrastinating, don't give yourself the temptation to do so!

USE FLOW CHARTS & DIAGRAMS

Visual aids can be really helpful when revising and can often help you to recall information quickly during the exam.

PRACTICE EXAMS

The best way to test your knowledge ahead of the exam is through sample exam papers. For the online training, we have mock exam simulators and sample exam papers to aid your revision. Try and aim to achieve 70% or higher in these to ensure you are in a good position for the real thing!

AVOID 'BRAIN-BLOCKING' FOOD

Stay away from foods high in refined sugar before an exam. Stick to 'brain' foods; fish, walnuts, blueberries, sunflower seeds, flaxseed, dried fruits, figs, and prunes - and drink plenty of water!

KNOW YOUR ENEMY!

Find out as much about the exam as possible. For example - how long is the exam? How many questions does the exam consist of? What type of exam is it (multiple choice, essay, open book, take-home)? How much will each question or task be worth?

Preparation is key!

PLAN YOUR EXAM DAY

If you're sitting the exam online, make sure you're signed in to the portal and ready to go at least 15 minutes prior to your exam time. If you're travelling to a test centre, plan your route and journey ahead of time and arrive to the venue at least 30 minutes before the exam - you don't need the stress of being late before your exam!

EASIEST FIRST

Answer the easiest questions first. Getting one question safely under your belt at the start of an exam is a wonderful boost to confidence, and can help reduce any feelings of panic that might arise when looking at the harder questions.

Don't get stuck, move on. Staring at a question you don't know how to answer is a waste of time, and you'd be amazed how often, when coming back to a question after half-an-hour, it suddenly becomes clear.

ANSWER EVERY QUESTION

Even if you don't know the answer, guess!

RELAX

Stay calm - you've done your homework, you have nothing to fear!

OUR **APMG INTERNATIONAL** ACCREDITED PROJECT MANAGEMENT QUALIFICATIONS

APMG (APM Group) International is one of the most reputable global accreditation and examination institutes, providing professional guidance, training and certification schemes for improved business performance.

- ☾ Agile Change Agent
- ☾ AgileBA®
- ☾ AgilePM®
- ☾ Better Business Cases™
- ☾ Business Relationship Management Professional
- ☾ Certified PPP Professional (CP3P)
- ☾ Change Management
- ☾ GDPR Awareness
- ☾ Managing Benefits™
- ☾ Praxis™ Framework
- ☾ Project Planning & Control

Meet Russ

“ HEAD OF PRODUCT DEVELOPMENT

My personal guarantee to you is that we will treat you as a person and not a number, and help you every step of the way to achieve your aims and ambitions.

”

Agile Change Agent

CERTIFICATION



The Agile Change Agent course provides a practical way to scope, plan and manage change initiatives for you and your colleagues, with the emphasis on learning techniques that you can apply to the projects and change initiatives.

What is the Agile Change Agent programme?

Participants will learn about agile ways of working and how an agile approach impacts their role and interaction with those driving and leading change. The course also equips participants with tools to ensure change initiatives are embedded, adopted and deliver benefits throughout their organizations.

Successful candidates will be better prepared to:

- ✓ Understand how agile approaches impact the way change is managed and delivered, and the impact on those involved in and affected by change.
- ✓ Apply techniques to identify and prioritise activities according to business value.
- ✓ Manage relationships with relevant stakeholders and team members, understanding how to best engage with them through empathy and trust.
- ✓ Develop strategies for building resilience and motivation, whilst managing and mitigating resistance.
- ✓ Create a change that is lean and flexible, realizing benefits earlier on in the process.
- ✓ Manage change for both large-scale transformations and micro-level business change projects.
- ✓ Utilize pre-prepared checklists, questionnaires and models that can be tailored to specific change initiatives.

WHAT ARE THE **BENEFITS** OF THE AGILEPM CERTIFICATION?

Enacting successful and long-lasting change depends upon a number of factors. The first is all about culture, it's impossible to implement change successfully if everyone isn't bought into it in the first place. The second is process - understanding the best way to approach change and the various dependencies to make it happen. Then, it's about using the right tools to reflect the agile approach.

An Agile Change Agent combines all of these skills to make sure the organisation sees positive results from any transformational projects they implement.

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An Agile Business Analyst (BA) plays a pivotal role within any team. They are the lynchpin between business stakeholders and the development team.

What is the AgileBA[®] qualification?

Our APMG accredited AgileBA Foundation Training Course will examine the role of a business analyst in an agile world. Bringing together the methodology of Agile DSDM and the actual role of a business analyst in order to combine them for effective use in agile ways of working.

Successful candidates will be better prepared to:

- ✓ Apply the underpinning philosophy, principles and processes of AgileBA in a project situation.
- ✓ Describe and apply the Agile approach to managing and prioritising requirements.
- ✓ Produce and evaluate the content of BA-produced products during an Agile project.
- ✓ Identify and apply popular Agile techniques in a project situation, including MoSCoW prioritisation, iterative development and timeboxing.
- ✓ Understand the roles and responsibilities within an Agile project and the different levels of empowerment with respect to requirements and the business case.
- ✓ Understand the mechanisms for facilitation and support within an Agile project.
- ✓ Understand how to test, estimate and evaluate benefits delivery in an Agile project.
- ✓ Describe and apply the Agile approach to managing requirements.

WHAT ARE THE **BENEFITS** OF THE AGILEBA CERTIFICATION?

Training enables business analysis professionals to develop their understanding and proficiency in adopting and applying the AgileBA guidance, providing:

- Knowledge and understanding of the Agile BA role and responsibilities
- Context to the role beyond the individual project, in relation to organisational mission and strategy
- Additional depth, guidance and techniques for the Business Analyst role

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Our agilepm® course aims to address the needs of those working in a project-focused environment who want to be agile. The agilepm guidance has been developed in partnership with apmg and dsdm consortium.

What is the AgilePM® qualification?

Agile Project Management methodologies can speed up the development process, bring products to market quicker, increase customer satisfaction, improve communication between teams and reduce risk and spend to a business.

Successful candidates will be better prepared to:

- ✓ Offer a practical and repeatable methodology that achieves an ideal balance between the standards, rigour and visibility required for good project management, and the fast pace, change and empowerment provided by agile.
- ✓ The focus of agile project management is on developing solutions incrementally, enabling project teams to react effectively to changing requirements, whilst empowering project personnel and encouraging increased collaboration and ownership.
- ✓ AgilePM® certification is aimed at aspiring and practising project managers, and at team members wishing to adopt a fast-paced, flexible and collaborative approach to project management whilst maintaining standards and rigour.

WHAT ARE THE **BENEFITS** OF THE AGILEPM CERTIFICATION?

- Develop a more advanced, applied level of knowledge to gain an understanding of agile and the ability to apply relevant project management methods
- Clarify different management styles needed for successful agile projects compared to traditional projects and be able to tailor these to the situation
- Combine knowledge of more traditional management methodologies with agile.
- Improve time-to-market and project success rates while simultaneously accelerating results by encouraging stakeholder involvement, feedback and effective controls.
- Deliver change faster, at a lower cost and with lower risk by continually validating project milestones against business objectives.
- Simply adopt a tried and tested approach.
- Achieve better communication and control over projects, and adapt project plans without disrupting the project budget, timescale and scope.
- Develop professionalism in employees and include agile certification in employee professional development schemes.

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Better Business Cases™ is a systematic and objective approach to all stages of the business case development process that sits alongside, and complements, HM Treasury's Green Book guidance.

What is the Better Business Cases™ qualification?

This Better Business Cases™ Foundation course and examination are based on The Five Case Model, the UK Government's best practice approach to planning spending proposals and enabling effective business decisions.

The Better Business Cases™ methodology is a great way to ensure everyone involved in the Project has an understanding of proven tools and techniques to make a stronger and more successful Business Case.

The course provides a step-by-step guide to developing a business case, by:

- Establishing a clear need for intervention - a case for change.
- Setting clear objectives - what you want to achieve from the investment.
- Considering a wide range of potential solutions - ensuring an optimal balance of benefits, cost and risk.
- Putting the arrangements in place to successfully deliver the proposal.

WHAT ARE THE **BENEFITS** OF THE BETTER BUSINESS CASES CERTIFICATION?

For the individual

- An improved understanding of the Better Business Case process, relevant to both those responsible for producing business cases and those who approve them
- Understanding of an established and proven methodology which can be applied at both strategic (macro) and tactical (micro) levels
- Core business competency for any manager or director

For the organisation

- Faster throughput and a clear, proportionate approval process
- Reduce unnecessary spend and optimise public value
- Reduce consultancy costs
- Improve quality of decision making

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Business Relationship Management

PROFESSIONAL



Designed to inspire, promote and develop excellence in Business Relationship management across the globe, leading to outstanding value for organisations and professionals.

What is the BRMP® qualification?

The BRMP training and certification programme is intended as a comprehensive foundation for Business Relationship Managers at every experience level, with the training and certification designed to provide a solid baseline of knowledge.

Business relationship management stimulates, surfaces, and shapes demand across business functions like IT, Human Resources, and Finance, ensuring the potential value from meeting demand is captured, optimized, and recognized organizationally.

The Practice of Business Relationship Management embodies a set of competencies (e.g. knowledge, skills, and behaviors) to foster an effective, value-producing relationship between business functions and their business partners.

Successful candidates will be better prepared to:

- ✓ Create awareness of the role with business partners and senior provider management.
- ✓ Assess the current state of business-provider relationships, business demand maturity and provider supply maturity.
- ✓ Assess with the objective of scoping what aspects of the BRM role would be appropriate to be implemented or adjusted

WHAT ARE THE **BENEFITS** OF THE BRMP CERTIFICATION?

- Trusted teams acting beyond departmental borders
- Individually empowered employees looking outside their box
- Relationship centered in all aspects
- Infinite value, as it expands the focus of society from strategic partners, the value in satisfaction of personal purpose and societal impact

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Certified PPP Professional (CP3P)

FOUNDATION, PREPARATION AND EXECUTION



The Certified CP3P credential and the PPP Certification Programme Guide have now been released. This is the first and most important step forward in creating and executing forward-looking, effective Public-Private Partnerships.

What is the CP3P qualification?

In realising the range of PPP training programmes available on the market, the idea of a global and accredited certification came to be. Success in the delivery of a PPP demands effective planning, financial support, leadership, experience and in-depth knowledge in the field of Public Private Partnerships.

The course will:

- ✓ Provide an understanding of the established procedures, rules and institutional responsibilities that determines how the public party selects, implements and manages PPP projects
- ✓ Outline the terms used, process sequences and roles involved in PPP's
- ✓ Provides knowledge aligned with PPP best practices

CP3P is the product of seven leading Multilateral Development Banks (MDBs) who developed an all-inclusive, well-rounded and globally recognised certification which is to become a “common language” for PPP development projects.

WHAT ARE THE **BENEFITS** OF THE CP3P CERTIFICATION?

For the individual

The programme gives practitioners and experienced individuals the opportunity to document their professionalism through an accredited certification. Employers will be more inclined to consider holders of the CP3P certification due to the credibility and technical competence that comes with it.

For the organisation

Provides organisations employing the qualified professionals with a competitive advantage, by demonstrating superior technical competence and carrying global credibility.

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Change Management

FOUNDATION & PRACTITIONER



Dealing with change and more importantly, the impact of change is a high priority for all organisations. This course will give you the guidance you need to effectively manage change.

What is the Change Management qualification?

The Change Management Certification has been developed by APMG in partnership with the Change Management Institute (CMI). Together they have developed a professional 'body of knowledge' for the discipline of change management. This body of knowledge now provides an independent benchmark for the professional knowledge expected of an effective change manager.

Successful candidates will be better prepared to:

- ✓ Understand the human side of change and know how to help people deal more effectively with change, maintaining their commitment and bringing them successfully through the change process.
- ✓ Understand the various types of change that affect organisations.
- ✓ Know how to identify and work with the stakeholders in a change initiative.
- ✓ Know how to assess the impacts of change, to develop effective change teams and to recognise and address resistance to change.
- ✓ Understand the process of sustaining change and know how to embed a change initiative as the new 'business as usual'.

WHAT ARE THE **BENEFITS** OF THE CHANGE MANAGEMENT CERTIFICATION?

- Build the organisations and individuals capability and capacity to deal successfully with change, improving agility.
- Increase the probability of successful business change/transformation – supporting strategic direction.
- Minimise risks (costs, delays, loss of employee engagement, reputation) associated with failed initiatives.
- Build and maintain the engagement of internal and external stakeholders with new initiatives.
- Manage more effective change communications with internal and external constituencies so that change is understood and supported.
- Improve assessment of change impact, integrated change planning and successful embedding of change into the life of the organisation.

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The APMG-International Change Management and Swirl Device logo is a trade mark of The APM Group Limited

GDPR Awareness

MAKING DATA PRIVACY MATTER



Improve an organisation's use of personal data and realise value from the General Data Protection Regulation (GDPR).

What is the GDPR Awareness qualification?

Whether you need to implement changes to meet the GDPR regulation requirements or kick start your own awareness campaign, this GDPR training course has been designed to address all audiences and prepare them for the next steps.

This course will explain the reasons for the new regulation, and the scope of its application, and identify the key participants in the processing of personal data and their responsibilities. Key principles are covered, and the risks and opportunities that arrive, complete with examples.

The certification from the APMG will show that organisations have taken the steps to educate their teams, and that a minimum level of knowledge is in place across the business.

Successful candidates will be better prepared to:

- ✓ Explain the reasons for the new regulation and the scope of its application.
- ✓ Identify the key participants in processing of personal data and discuss their responsibilities.
- ✓ Discuss the key principles and conditions that determine the lawful basis for processing.
- ✓ Outline the key regulatory aspects impacting organisations and the risks and opportunities arising.
- ✓ Identify the next steps for achieving compliance and building a privacy awareness culture.

WHAT ARE THE **BENEFITS** OF THE GDPR AWARENESS CERTIFICATION?

- Promote better use of personal data in compliance with GDPR.
- Launch their own data privacy awareness campaigns.
- Gain a basic understanding of the GDPR before planning their own compliance programmes.

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The purpose of Managing Benefits is to provide managers and practitioners from multiple disciplines, working in a variety of organisations, with generally applicable guidance encompassing benefits management principles, practices and techniques.

What is the Managing Benefits™ qualification?

Learning how to effectively Manage Benefits is core to every Portfolio, Programme and Project, as it underpins the reason for change and why the investment was made in the first place.

In this new post-recession world we live in, accountability is more important than ever, and delivery and realisation of Benefits is at the top of most senior executives list of priorities.

Successful candidates will be better prepared to:

- ✓ An overview of benefits management - what it is, the case for doing it, and some common misconceptions that can limit its effectiveness in practice.
- ✓ Descriptions of the seven principles upon which successful approaches to benefits management are built, and examples of how they can be/have been applied in practice.
- ✓ Guidance on how to apply benefits management at a portfolio level, as well as at an individual project or programme level.
- ✓ Details of the five practices in the Benefits Management Cycle and examples of how they can be/have been applied in practice.
- ✓ Advice on how to get started in implementing effective benefits management practices and sustain progress.

WHAT ARE THE **BENEFITS** OF THE MANAGING BENEFITS CERTIFICATION?

- Realise benefits to improve prospects in terms of investors, clients, revenue and efficiency levels; regardless of professional discipline and type of organisation.
- Demonstrate more efficient and effective practices through better use of available resources. This enhances an organisation's ability to retain motivated and skilled change management staff and to attract investors.
- Have an organisation-wide understanding of the benefits a project or programme will produce and be able to measure when they are realised.

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Praxis™ is a free, community driven framework which can help you and your organisation realise the intended benefits of projects, programmes and portfolios – keeping stakeholders happy.

What is the Praxis[®] Framework qualification?

The Praxis Framework[®] is a combination of four types of best practice guidance; Knowledge, Method, Competency and Capability and is the first framework to integrate projects, programmes and portfolios in a single guide.

The certifications are designed for all current and aspiring project and programme managers.

Successful candidates will be better prepared to:

- ✓ Deliver projects and programmes successfully using an innovative framework.
- ✓ Understand projects and programmes functions, plus the processes and documentation used to manage lifecycle phases.
- ✓ Develop and maintain an effective project delivery infrastructure in a decreased timescale.
- ✓ Apply and tailor the Praxis Framework™ to your organisation.
- ✓ Understand the similarities and differences between Praxis and other prominent frameworks; PRINCE2[®] and MSP[®] – as well as the APM qualifications, PFQ and PMQ.
- ✓ As the entire framework is openly available on the internet, you are empowered to undertake continual professional development whenever needed.
- ✓ Achieve absolute optimisation in projects and programmes delivery.

WHAT ARE THE **BENEFITS** OF THE PRAXIS FRAMEWORK CERTIFICATION?

- Gain an understanding of the general principle GDPR, principles, roles, concepts, consents and rights.
- Help build a privacy policy that works for your business
- Learn what it means to be responsible for data privacy, and the risks and opportunities that this brings
- Use the certification to evidence your knowledge of the regulations

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Project Planning & Control

FOUNDATION AND PRACTITIONER



The APM's first comprehensive set of guidance and best practice for project planning and control. applicable across all industries and sectors.

What is the Project Planning & Control qualification?

This qualification scheme supports the publication of the Association for Project Management (APM) guide, 'Planning, Scheduling, Monitoring and Control – The Practical Project Management of Time, Cost and Risk.' Its intention is to provide greater certainty over project delivery.

Successful candidates will be better prepared to:

- ✓ Give a step-by-step controls guide from project initiation, execution, handover and closeout.
- ✓ Enable effective capability growth for delivery organisations.
- ✓ Provide a holistic overview of the interdependencies between planning and controls functions.
- ✓ Be a practical and scalable companion to almost any project controls professional.

WHAT ARE THE **BENEFITS** OF THE PROJECT PLANNING AND CONTROL CERTIFICATION?

For the individual

- Understanding of minimum standards and best practice
- Guidance on how to comply with Works Information requirements laid out in contracts
- Learn lessons from a wide base of delivery organisations
- Benefit from a broad perspective of experienced controls practitioners

For the organisation

- Technical competence of team members
- Improved quality of schedules leading to more certainty in project delivery
- Greater predictability of project forecasting and success
- Higher levels of integration between controls functions i.e. cost and time.

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OUR **APM** ACCREDITED PROJECT MANAGEMENT QUALIFICATIONS

The Association for Project Management (APM) is the chartered body for the project profession. With over 27,000 individual members and 500 organisations participating in our Corporate Partnership Programme, APM is the largest professional body of its kind in Europe. They are committed to developing and promoting project and programme management.

- 🕒 APM Project Fundamentals Qualification
- 🕒 APM Project Management Qualification
- 🕒 APM Chartered Project Professional
- 🕒 Associate Project Manager Apprenticeship Programme

Meet Victoria

OUR MANAGING DIRECTOR

“ I love what I do and the variety of what each day brings. As this is a family run and owned business we are unique in our approach in that we keep away from the cold corporate approach that most people are used to. We like to shake things up and go above and beyond people’s expectations of what a typical training company is like. ”





APM Project Fundamentals Qualification (PFQ)

An essential, comprehensive insight into the tools and techniques required for successful project management - delivered through an innovative, engaging e-learning course

What is the APM Project Fundamentals qualification?

The Introductory Certificate for APM Project Fundamentals delivers a robust insight into the tools and techniques that are key to the management and delivery of a successful project.

- 
For the beginner
 This course has been designed for the absolute beginner with no prior experience or any previous qualifications; even the standing start participant will gain invaluable knowledge to be able to go on and make a positive contribution towards any project.
- 
For the seasoned professional
 Equally this training can provide an essential skills refresher for those who consider themselves a seasoned expert – helping them overcome common problems, polishing their performance as project managers or ensuring that their teams are as collaborative as possible.

What does the course cover?

Session 1 - Introduction

Session 2 - Projects, programme and portfolios

Session 3 - The Business Case

Session 4 - Work content and scope management

Session 5 - Networks

Session 6 - Estimating and risk

Session 7 - Critical path analysis

Session 8 - Resources

Session 9 - Monitoring and control

Session 10 - Project closure

Session 11 - Establishing the project

Session 12 - People and Projects

Session 13 - More on techniques

WHAT ARE THE BENEFITS OF THE APM PROJECT FUNDAMENTALS CERTIFICATION?

- Allow you to understand and harness the knowledge areas for the project management lifecycle – based upon the industry APM Body of Knowledge 7th Edition, or BOK7. This spans planning and scheduling, communication, teamwork, resource management, project risk management and project reviews.
- Provide you with the internationally recognised qualification that is the APM Introductory Certificate – an essential addition for any project manager's resume.

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APM Project Management Qualification (PMQ)



A Pragmatic Approach to Project Management, based entirely upon the APM Body of Knowledge (APMBoK). applicable across all industries and sectors.

What is the APM Project Management qualification?

Training ByteSize's APM Project Management Qualification (PMQ) training focuses on project management concepts and processes, in line with the Association for Project Management (APM). These processes apply to any project that is related directly to business change - irrespective of the organisation structure or environment.

Successful candidates will be better prepared to:

- ✓ Understand and manage projects in an effective manner
- ✓ Understand the relevant project documents for each stage of the project lifecycle
- ✓ Understand and control the relationship between the individual, team and task
- ✓ Use Monitor and Control mechanisms for effective project tracking

WHAT DOES THE COURSE COVER?

The PMQ syllabus covers a wide breadth of topics, from the essential management tools required to monitor and control a project through to the wider context in which the project is being managed in terms of social and environmental issues, finance, organisation, procurement and people management.

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APM Chartered Project Professional (ChPP)

From 'Starter to Charter' – the route to ChPP

We believe at Training ByteSize that the ChPP is going to be one of the most in-demand recognised Project Management 'badges' available to the Project and Programme community across the world.

New APM research has established that 78 per cent of employers were more likely to recruit a project manager holding chartered status, than another candidate who did not.

It sets out that you are a well-qualified individual, with proven skills across a range of competencies; you have been professionally assessed, and have provided proof of your skills and knowledge. You have been individually evaluated and have met very stringent criteria - plus, you are committed to proven ongoing education.

For organisations it shows the quality of its people and teams, and investment in the future. It sets out the quality of the company and its services and sets it apart from other companies in the same marketplace.

- | | |
|--|--|
| ✓ Personal recognition from your peers in project management and other professions | ✓ Proof of a high standard of practice and ethical standards |
| ✓ Enhanced CV to stand out in the job market | ✓ Attracting the best talent by actively supporting chartered |
| ✓ A framework for the development of your career | ✓ A competitive edge |
| ✓ International recognition | ✓ A ready-made framework for developing your people |
| ✓ Assurance for clients of high standards and ethical practice | ✓ Motivated team, committed to continued professional development and ethics |
| ✓ Use of the post nominal ChPP | ✓ Increased status of project management in organisations/clients and the public |

ROUTES TO CHPP

There are a number of routes to ChPP, and depending on your current knowledge, experience and qualifications, this will influence the best route open to you.

Route 1: for those who have a recognised assessment for technical knowledge (currently there are a number of companies submitting materials to become 'recognised', but this is very much early days for now). The only current recognised assessment is APM PPQ.

Route 2: for those who have a recognised assessment for technical knowledge and professional practice (typically this would be the Registered Project Professional – RPP).

Route 3: An experiential route for those who do not have a recognised assessment but do meet the eligibility criteria. The application process (which you must have a minimum of 5 years experience in Project, Programme or Portfolio management).

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Associate Project Manager Apprenticeship Programme

LEVEL 4



Since the release of the Associate Project Manager Apprenticeship Standard in August 2017, Training Bytesize has partnered with The Growth Company to create a unique programme for apprentices.

The robust infrastructure at the Growth Company to deliver apprenticeships is blended with the technical training from Training ByteSize to create a one-of-a-kind programme. Students will get a full, holistic learning experience, featuring the work-based training required by the Standard, alongside the technical training. Both elements combined produce an effective and popular new way of gaining and improving Project Management skills.

The Associate Project Manager apprenticeship programme will include :

Knowledge-based workshops resulting in the APM PMQ qualification, separate skills-based workshops delivered on a flexible basis, in addition to the regular work-based Skills Coach visits. Usually, the programme would contain workshops delivered once a month, but this can be worked around any previous commitments and requirements of the customer.

The Pathway: a summary of gaining and improving Project Management skills:

- ✓ Skills Coach assigned to each Apprentice to assist them to understand the standard, apply their learning to the workplace and to assist them to prove and demonstrate their competence.
- ✓ Skills Coach visits the Apprentice in the workplace every 6-8 weeks
- ✓ A strategy and training log to ensure that apprentices are meeting their 20% “off the job” requirement
- ✓ Delivered by a blend of taught sessions, on-line learning and one-to-one sessions with the Skills Coach

WHO IS THE GROWTH COMPANY?

As an Apprenticeship Provider, The Growth Company is held to a high standard in terms of quality and effectiveness. Over the past 5 years, The Growth Company has designed, developed and delivered over 60,000 individual learner journeys. Each one of these programmes was different, and individually tailored to meet the needs of both the business operations and the individuals concerned. Overall Achievement Rates have been consistently higher than the national average for the past three years and are currently at an overall 70% compared to 67% National Average.

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HELPING YOU REACH YOUR POTENTIAL

Starting your career in Project Management

WHY YOU SHOULD BE TAKING YOUR FIRST STEPS INTO THE WORLD OF PROJECT MANAGEMENT

When you think about your career, it's technically made up of days. You have days you'll remember forever; proud moments, standout achievements, maybe even an award or industry recognition. Then come your bad days; the boredom, the boss, the lack of prospects, the list goes on.

And then you have the occasional days which are life-changing, where you make a decision which will define your future. These days are the important ones. It's when you realise there is something bigger waiting for you; something exciting and challenging where you can thrive and make a difference. Who wouldn't want one of those days?

Now, if you haven't had one of these defining days yet, don't worry - your time will come. Each of us has an average of three careers during our working life, so who knows? Your life-changing moment might be just round the corner, or even at the end of this page.


Every day, all around you, there are projects being managed. The roadworks that make your commute a little longer are project managed, the new bar that's opening in town is project managed, and that wedding you've been invited to this summer is definitely being project managed!

PROJECT MANAGEMENT IS EVERYWHERE YOU LOOK, BUT HAVE YOU EVER THOUGHT OF IT AS A CAREER PATH?

Aside from being incredibly diverse where no two days are the same, you can work in an industry you love because there are project managers needed everywhere. You can be responsible for your success, for your project's success, for the team and their morale, for budgets and big decisions.

You can be who you were meant to be.





Now, if you're still wondering whether project management is for you, see what you think about these statistics...

- ✓ As reported by the Association of Project Management (APM) just a couple of months ago, the **average salary for a Project Manager is £47,500** - £18,000 more than the average UK salary
- ✓ Developing project management skills through training and knowledge can **lead to a salary of more than £50,000**
- ✓ Becoming a contractor can offer you even more, with almost 50% of those questioned in the survey **earning more than £70,000**
- ✓ **80% of those questioned were satisfied in their role**, an incredible statistic which directly links to the better work/life balance we seek
- ✓ **There is demand for project managers**; we live in a world which is constantly changing and businesses need to keep up, and this is where project managers come in

SO NOW YOU'RE THINKING, TELL ME MORE!

AND I WILL. AND THEN YOU'LL BE SURPRISED HOW SIMPLE A CAREER CHANGE COULD BE.

At Training ByteSize we are a family firm with over 30 years' experience, specialising in supporting people just like you who want to take charge of their future and launch a career in project management. Our training qualifications in project management are internationally recognised, ensuring that you have the tools you need to succeed wherever your career may take you.

The perfect place to begin your project management training is the Project Fundamentals Qualification from the Association of Project Management (for acronym lovers it's also known as APM PFQ). This qualification gives you a broad understanding of project management principles and the profession itself. Plus, being the first of three coherent and progressive levels of training from APM, you can easily see and reach your potential, alongside support from us every step of the way.

The Training Byte Size team understands that one-size-fits-all training just doesn't work; we are all individual and learn in our own way, so our training packages can be tailored to your learning style and undertaken online, through virtual learning, classroom-based learning, or we can even come to you and deliver your training requirements on-site.

We're a small, family-run company that cares about you. We care about your decision to embark on a new career, we care about the training you undertake with us and we care about your success and ability to reach your potential.

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OUR **AXELOS** ACCREDITED PROJECT MANAGEMENT QUALIFICATIONS

AXELOS is responsible for developing, enhancing and promoting a number of best practice frameworks and methodologies used globally by professionals working primarily in IT service management, project, programme and portfolio management and cyber resilience.

AXELOS is committed to nurturing best practice communities on a global scale, aiming “To be the world’s most respected provider of global best practice”

- ☾ ITIL®
- ☾ Managing Successful Programmes (MSP®)
- ☾ PRINCE2®
- ☾ SDI Service Desk Analyst

ITIL® is the only consistent and comprehensive documentation of best practice for IT Service Management

What is the ITIL® qualification?

ITIL 4 Foundation introduces an end-to-end operating model for the creation, delivery and continual improvement of technology-enabled products and services.

ITIL 4 Foundation is for anyone who needs to understand the key concepts of IT and digital service delivery, and who is interested in helping their organization embrace the new service management culture.

- ✓ How modern IT and digital service organizations operate
- ✓ How value streams increase speed and efficiency
- ✓ How cultural or behavioural principles guide work that benefits the wider organization
- ✓ How to use commonly-used service management terms and concepts

WHAT ARE THE **BENEFITS** OF THE ITIL CERTIFICATION?

For the individual

- Provide a practical framework for identifying, planning, delivering and supporting IT services to the business.
- Increase business productivity, efficiency and effectiveness through more reliable IT services.
- Define processes with clearly documented accountability to increase efficiency.
- Enable a business to keep pace with change and drive business change to its advantage.
- Help employees to focus on the needs of the customers and user experience

For the organisation

- Increase competence, capability and productivity of staff, better utilising their skills and experience.
- Enable successful business transformation and growth with an increased competitive advantage by
- Increase value from the service portfolio while reducing costs and risk.
- Align IT services with business priorities to achieve strategic objectives.
- Improve user and customer satisfaction with IT as well as the end-user perception and brand image.

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Managing Successful Programmes (MSP®)

FOUNDATION AND PRACTITIONER



MSP® is the world's leading qualification for Programme Management, and will improve the visibility, skills and advancement of anyone involved in Portfolios, Programmes and Projects.

What is the MSP® qualification?

Combining rigour and flexibility, MSP® helps all organisations - public sector and private, large and small - achieve successful outcomes from their programme management time and time again. With change a pressing reality for all organisations, successful programme management has never been more vital to success.

MSP consists of a set of principles, themes, and processes that provide a clear roadmap for the programme lifecycle, including larger, more strategic, complex, or multiple projects.

- ✓ The principles represent the characteristics of a successful programme.
- ✓ The governance themes allow organizations to put the right leadership, organizational structures, and controls in place.
- ✓ The processes provide a route through the lifecycle of a programme to deliver the new capability and desired outcomes.

WHAT ARE THE **BENEFITS** OF THE MSP CERTIFICATION?

- Utilise best practice in programme management to successfully deliver transformational change.
- Manage the transition of the solutions developed and delivered by projects into the organisation's operations, whilst maintaining performance and effectiveness.
- Encourage realistic expectations of the organisational capacity and ability to change.
- Lead business transformation, accommodating high levels of complexity, ambiguity and risk.
- Align corporate strategy, delivery mechanisms for change and the business-as-usual environment.
- Continually monitor progress, assess performance and realise benefits.
- Apply a common framework of understanding for all programmes.

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PRINCE2®

FOUNDATION AND PRACTITIONER



PRINCE2® is a flexible method that guides you through the essentials for running a successful project regardless of project type or scale. PRINCE2® can be tailored to meet your organisation or industry specific requirement.

What is the PRINCE2® qualification?

This qualification is aimed at Project Managers and aspiring Project Managers. It is also relevant to other key staff involved in the design, development and delivery of projects.

Successful candidates will be better prepared to:

- ✓ Teach you how to manage projects or to work in a project environment using the most internationally recognised project management method.
- ✓ Ensure that team members focus on the viability of the project in relation to its business case objectives - rather than simply seeing the completion of the project as an end in itself.
- ✓ Promote consistency of project work and the ability to reuse project assets while facilitating staff mobility and reducing the impact of personnel changes/handovers.
- ✓ Design plans and reports to meet the needs of each level in the project team and Project Board, improving communication and control.

WHAT ARE THE **BENEFITS** OF THE PRINCE2 CERTIFICATION?

- Benefit from a shared and thoroughly understood language and approach to reporting which will save time and effort.
- Ensure stakeholders (including sponsors and resource providers) are properly represented in planning and decision making.
- Increase staff awareness of their roles and responsibilities in the project management life cycle.
- Enable more effective engagement of stakeholders in the process of project approval and management.
- Utilise an invaluable diagnostic tool, facilitating the assurance and assessment of project work, troubleshooting and audits.

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SERVICE DESK ANALYST (SDA)



Are you a service desk operator, specialist or manager seeking professional development and recognition of your skills? Then the Service Desk Analyst qualification is for you.

What is the Service Desk Analyst qualification?

This course accompanies the SDI Service Desk Analyst Professional Standard and is designed to equip analysts with the skills and knowledge essential to delivering an excellent customer support experience.

Aligned with ITIL4, it compliments most service management frameworks and support models while focussing on building relationships to ensure customer needs are met within agreed service levels.

- ✓ Essential skills and competencies to deliver efficient and effective support in the Service Desk environment
- ✓ Practical knowledge of how to use these skills to deal effectively with a variety of situations
- ✓ A clear understanding of how to identify customer needs and motivations, and how to handle difficult situations
- ✓ Understand the importance of teamwork in the support environment
- ✓ A thorough grounding in the skills, competencies, responsibilities and knowledge required of a professional and effective Service Desk analyst

WHAT ARE THE **BENEFITS** OF THE SERVICE DESK ANALYST CERTIFICATION?

- Benefit from a shared and thoroughly understood language and approach to reporting which will save time and effort.
- Ensure stakeholders (including sponsors and resource providers) are properly represented in planning and decision making.
- Increase staff awareness of their roles and responsibilities in the project management life cycle.
- Enable more effective engagement of stakeholders in the process of project approval and management.
- Utilise an invaluable diagnostic tool, facilitating the assurance and assessment of project work, troubleshooting and audits.

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Accredited Training Partner

OUR **BCS** ACCREDITED PROJECT MANAGEMENT QUALIFICATIONS

BCS is a charity with a royal charter, responsible for leading the IT industry through its ethical challenges so everyone benefits from technology. They invest in the people who work in IT, their members - aiming to build a brighter digital tomorrow together.

- ☾ Business Analysis Foundation
- ☾ Business Analysis Practice
- ☾ Requirements Engineering

One of the fastest growing qualifications in the marketplace today - delivered through an innovative, engaging e-learning course

What is the Business Analysis qualification?

This BCS accredited Business Analysis training e-learning course covers the range of concepts, approaches and techniques that are applicable to anyone thinking of, or currently in, a Business Analyst role.

One of the fastest growing qualifications in the marketplace today, the role of the Business Analyst has become more important to organisations to help understand their structure, policies, and operations, and to recommend solutions that enable them to meet their goals.

Successful candidates will be better prepared to:

- ✓ The role and competencies of a Business Analyst
- ✓ How to identify and evaluate options for improving your business
- ✓ Investigative techniques, including interviews, workshops, prototyping and scenarios
- ✓ How to categorise, analyse and manage stakeholders
- ✓ Making a business case and assessing feasibility
- ✓ How to document, manage and validate requirements

WHO CAN **BENEFIT** FROM THE BUSINESS ANALYSIS FOUNDATION QUALIFICATION?

The Foundation Certificate is designed for people who want to understand business analysis, support change and improve business processes

It's suitable for business analysts, business managers and members of their team, business change managers and project managers

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Business Analysis Practice

PRACTITIONER



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Take your career to the next level by understanding and learning how to fully support business change. This course forms one of the steps required to gain a BCS International Diploma in Business Analysis

What is the Business Analysis Practice qualification?

The BCS Practitioner Certificate in Business Analysis Practice is the most popular practitioner certificate in the business analysis portfolio. The aim of this certification is to enable learners to progress in their career and give the opportunity of progression from the Foundation Certificate.

This course covers integral components of a business analysts “pre-project” work, enabling the candidate to consider business strategy when implementing business change to ensure that solutions are effective, feasible and aligned to customer needs and strategic goals.

Successful candidates will be better prepared to:

- ✓ The strategic context for business analysis.
- ✓ How to analyse stakeholder perspectives
- ✓ How to analyse and model business activities
- ✓ How to identify potential solutions
- ✓ How to make the business case

WHO CAN BENEFIT FROM THE BUSINESS ANALYSIS PRACTICE QUALIFICATION?

For people who already have a business analysis role and want to gain a deeper understanding of business analysis strategy and application

It's suitable for business analysts, business managers and members of their team, business change managers and project managers

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Requirements Engineering

PRACTITIONER



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Learn how to take a systematic approach to being able to fully engineer corrective requirements allowing you to elicit, analyse, validate, manage, and fully document requirements through their life-cycle.

What is the Requirements Engineering qualification?

Requirements Engineering and stakeholder engagement is one of the key fundamental issues in today's competitive market. Research has shown that these areas are key in a project or programmes success or even failure.

This course gives the user the right tools and techniques to perform these key activities in accordance with a internationally approved standard approach to help organisations increase their maturity.

Successful candidates will be better prepared to:

- ✓ The Requirements Engineering Framework
- ✓ How to elicit requirements and techniques to use
- ✓ How to collaborate and communicate with stakeholders in the requirements process
- ✓ How to write a user story
- ✓ Best practice approaches to document requirements
- ✓ How to manage requirements
- ✓ Validating, prioritising and quality assurance in the requirements process
- ✓ Analysing and evaluation of requirements

WHO CAN **BENEFIT** FROM THE REQUIREMENTS ENGINEERING QUALIFICATION?

This Practitioner Certificate is designed for people who want to gain an understanding of the role that business, customer and requirements play within professional business contexts

It's suitable for business analysts, project managers, systems analysts, product owners, product managers and those involved in business change processes and/or projects

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“Change is the end
result of a true
learning”

- LEO BUSCAGLIA



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Courses are designed for those seeking a personal qualification, as well as corporate clients who seek a training solution for groups of employees.

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“ My main aim is to help you undertake the most suited course to boost your skills and career, so if you are looking to begin a course or not sure which route to choose please contact me today and I will be happy to help in any way I can ”



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