

Certified Professional in Training Management™ **Module Breakdown**

The **Certified Professional in Training Management (CPTM™)** program utilizes a blended approach to learning, providing the right amount of self-paced prework combined with applied experiences, to enable a lasting and impactful transformation of the business practices associated with managing learning and development (L&D). After you register, you will receive access to the learning management system (LMS) where you will complete 10 eLearning modules.

Review the module breakdown to find out more about what you will learn during the prework:

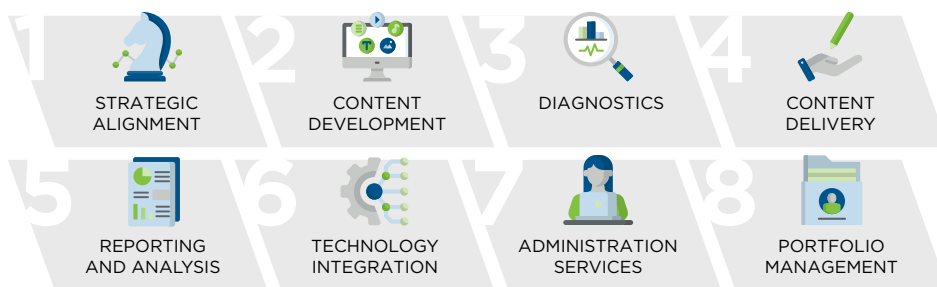
Module 1 | Understanding the Evolution of the Training Industry

- ◆ Introduction to the CPTM Program
- ◆ Training's Impact on Organizational Performance
- ◆ Role of the Training Manager
- ◆ The Core Responsibilities and **Competencies** That Drive Success as a Training Manager

Want to check out course content? Preview Module 1 [here](#).

Module 2 | Managing a High-performing Training Function

- ◆ **Eight Process Capabilities** of Great Training Organizations



Module 3 | Creating Strategic Alignment with Business-centric and Demand-based Training Models

- ◆ The Training Manager's Role in Creating Alignment With Business Objectives
- ◆ Importance of a Business-centric Learning Approach
- ◆ Demand-based Learning as a Strategy for Alignment
- ◆ **Rationalization** as a Tool for Alignment

Module 4 | Selecting and Managing Resources

- ◆ Resources Available To the Training Manager
- ◆ **Sourcing Models**
- ◆ **Seven Stages of Sourcing**
- ◆ Supplier Selection and Pricing Models
- ◆ **Sourcing Optimization Model**
- ◆ Contractual Terms

Module 5 | Optimizing Your Organization's Training Processes

- ♦ Training Process Framework
- ♦ Organizational Models

Module 6 | Leveraging Technology to Enhance Organizational Learning

- ♦ The Role of Technology in Learning
- ♦ Administration Platforms
- ♦ Authoring Platforms
- ♦ Delivery Platforms
- ♦ Collaboration and Social Learning Platforms
- ♦ Selecting and Integrating Technologies for Efficient and Effective Learning

Module 7 | Providing Solutions Based on Needs Analysis and Business Acumen

- ♦ Analysis as a Means for Problem Solving
- ♦ Business Acumen

Module 8 | Developing and Delivering High-impact Training Solutions

- ♦ Training Solutions as a Vehicle for Knowledge Transfer
- ♦ Instructional Design Systems
- ♦ Approaches To Delivery

Module 9 | Assessing Business and Training Performance

- ♦ Business Reporting and Analysis
- ♦ Measuring the Financial Performance of the Training Organization
- ♦ Budgeting for the Training Organization
- ♦ Measuring Training Programs' Performance
- ♦ Credentialing

Module 10 | Preparing for the CPTM Exam

- ♦ Takeaways From the Pework
- ♦ Persuasive Business Communication
- ♦ Next Steps and Maintaining Certification

Additional Resources

- ♦ Candidate Guide
- ♦ Certification Process

Still have questions? Email us at courses@trainingindustry.com, or schedule a consultation with one of our professional development directors [here](#).