

Communications Manager
Core Competencies

Behavior	Series	Course Title	Course #	Estimated Duration
		Program development, management and evaluation		
		Final authority on fiscal related items		
		Staff supervision		
		Compliance		
		Research, training and analysis		
		Strategic and long range planning		
		Contract administration		
		Program oversight and technical assistance		
		Program Management (PMI Standard-aligned)		
		Introduction to Program Management	proj_02_a01_bs_enus	2
		Program Lifecycle and Organization	proj_02_a02_bs_enus	2.5
		Program Management Processes and the Initiating Process Group	proj_02_a03_bs_enus	1.5
		Program Planning	proj_02_a04_bs_enus	2.5
		The Execution Process Group	proj_02_a05_bs_enus	1.5
		Monitoring, Controlling, and Closing Programs	proj_02_a06_bs_enus	2
		Accounting 101		
		Final Exam: Accounting 101	fe0004_eng	
		Accounting Fundamentals	FIN0121	3.5
		Accrual Accounting Procedures	FIN0122	2
		Accounting Systems and Closing Activities	FIN0123	2.5
		Accounting for Cash Control	FIN0124	3
		Accounting for Merchandising Businesses	FIN0125	2.5
		Accounting 102		
		Final Exam: Accounting 102	fe0006_eng	
		Accounting for Partnerships	FIN0221	3.5
		Accounting for Corporations	FIN0222	2.5
		Analyzing Cash Flow Statements	FIN0223	2
		Master Budgets	FIN0224	4
		Advanced Management Skills		
		Managing in a Global Business Environment	mgmt_02_a01_bs_enus	3
		Managing For High Performance	mgmt_02_a03_bs_enus	4
		Managing For High Performance	mgmt_02_a03_bs_enus	4
		Managing Managers	mgmt_02_a04_bs_enus	3.5
		Managing Upward Relationships	mgmt_02_a05_bs_enus	3
		Coach with Confidence		
		Coach with Confidence Simulation	MGMT0280	0.5
		Successful Coaching Relationships	MGMT0282	7.5
		Key Stages in Coaching	MGMT0283	6
		Coaching Skills	MGMT0284	5.5
		Mindsets, Emotions and Coaching	MGMT0285	4
		Coaching Trends	MGMT0286	4.5
		Essential Skills for Tomorrow's Managers		
		Competencies for Tomorrow's Managers	MGMT0111	5.5
		Development Tools for Tomorrow's Managers	MGMT0112	5
		The Manager as Project Champion	MGMT0114	4.5

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Behavior	Series	Course Title	Course #	Estimated Duration
		A Manager's Primer for Ensuring Accountability	MGMT0115	6
		Essential People Management Skills Simulation	MGMT011S	0.5
		Certified Business Analysis Professional (CBAP)		
		Introduction to Requirements Planning	cons_01_a03_bs_enus	2
		Certified Manager of Quality/Organizational Excellence		
		Developing and Deploying Strategic Plans	oper_04_a03_bs_enus	2.5
		Communication Skills and Project Management	oper_04_a05_bs_enus	
		Managing Software Project Outsourcing		
		Planning the Outsourcing Deal	232202_ENG	1.75
		Determining Project Quality Standards and Milestones	232224_ENG	2.75
		Measuring Project Outsourcing Success	232292_ENG	3
		Mentoring Assets		
		Mentoring Certified Associate in Project Management (CAPM) PMBOK Guide Third Edition Aligned	mntcapm3ed	
		Mentoring Project Management Professional (PMP) PMBOK Guide Third Edition Aligned	mntpmp3ed	
		Moving From an Operational Manager to a Strategic Thinker		
		Planning and Implementing a Business Strategy	stgy_01_a04_bs_enus	2.5
		Program Management (PMI Standard-aligned)		
		Program Planning	proj_02_a04_bs_enus	2.5
		Project Communications Management (PMBOK® Guide - Third Edition-aligned)		
		Project Communications Management Simulation	PROJ0580	0.5
		Communications Planning and Information Distribution	PROJ0581	2.5
		Performance Reporting and Stakeholder Management	PROJ0582	2
		Project Human Resource Management (PMBOK® Guide - Third Edition-aligned)		
		Project Human Resources Management Simulation	PROJ0570	0.5
		Elements of Project Human Resource Management	PROJ0571	1.5
		Implementing Project Human Resource Management	PROJ0572	3
		Project Integration Management (PMBOK® Guide - Third Edition-aligned)		
		Initiating a Project and Preparing the Project Plan	PROJ0521	2.5
		Project Integration: Executing and Completing a Project	PROJ0522	2
		Project Management Essentials - (PMBOK® Guide - Third Edition-aligned)		
		Project Management Essentials	BLTPR051	
		Project Management Essentials Simulation	PROJ0510	0.5
		An Introduction to Project Management (PMBOK-Third Edition aligned)	PROJ0511	2.5
		Project Lifecycles and Stakeholders	PROJ0512	2

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		Introduction to Project Process Groups and Initiating a Project	PROJ0513	1.5
		Project Planning	PROJ0514	2.5
		Executing, Monitoring & Controlling, and Closing a Project	PROJ0515	1.5
Project Management for Non-Project Managers				
		Initiating and Planning a Project	proj_01_a03_bs_enus	2
		Managing a Project	proj_01_a04_bs_enus	2.5
Project Procurement Management (PMBOK® Guide - Third Edition-aligned)				
		Project Procurement Management Simulation	PROJ0600	0.5
		Planning Project Procurement and Requesting Seller Responses	PROJ0601	2.5
		Choosing Sellers and Administering and Closing Contracts	PROJ0602	2.5
Project Quality Management (PMBOK® Guide - Third Edition-aligned)				
		Planning for Quality	PROJ0561	2
		Performing Quality Assurance and Control	PROJ0562	2.5
Project Risk Management (PMBOK® Guide - Third Edition-aligned)				
		Planning and Identifying Project Risk	PROJ0591	2.5
		Analyzing Project Risk	PROJ0592	2
		Responding to and Controlling Project Risk	PROJ0593	2.5
Project Scope Management (PMBOK® Guide - Third Edition-aligned)				
		Planning Project Scope	PROJ0531	1.5
		Controlling Project Scope	PROJ0532	2
Project Time Management (PMBOK® Guide - Third Edition-aligned)				
		Elements of Project Time Management	PROJ0541	2.5
		Project Scheduling	PROJ0542	3
Six Sigma: Champion Training				
		Six Sigma Projects and Project Teams	oper_03_a03_bs_enus	2.5
		Managing and Deploying Six Sigma	oper_03_a04_bs_enus	3.5
Strategic IT Planning				
		Strategic IT Planning Simulation	STGY0220	0.5
		Setting the Stage for IT Success	STGY0221	2.5
		Strategic Decision Making	STGY0222	1.5
		IT Challenges: Present and Future	STGY0223	2.5
Strategic Project Management for IT Projects				
		Final Exam: Strategic Project Management for IT Projects	fe0014_eng	
		Strategic Project Management for IT Projects Simulation	PROJ0360	0.5
		Strategic Planning and Positioning for IT Projects	PROJ0361	5
		Strategic Approaches to Managing IT Projects	PROJ0362	5
		Estimating the IT Project Work Effort	PROJ0363	5.5
		IT Project Leadership, Authority & Accountability	PROJ0364	6
		Managing Multiple IT Projects	PROJ0365	5.5
		Cost Management and IT Project Trade-offs	PROJ0366	4.5
Fundamentals of Business Law				

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Behavior	Series	Course Title	Course #	Estimated Duration
		A Manager's Introduction to Business Law	LAW0101	3
		Contracts in Commercial Transactions	LAW0102	4
		Employment and Labor Law	LAW0103	3.5
		HRCI/PHR Certification Program		
		Final Exam: HRCI/PHR Certification Program	fe0007_eng	
		HRCI/PHR Certification Program	HR0240	0.5
		EEO and Affirmative Action (HRCI/PHR)	HR0241	2.5
		Sexual Harassment in the Workplace (HRCI/PHR)	HR0242	1.5
		Managing Employment (HRCI/PHR)	HR0243	2.5
		Employee Relations (HRCI/PHR)	HR0244	1.5
		Non-union Work Environments (HRCI/PHR)	HR0245	1.5
		Union Work Environments (HRCI/PHR)	HR0246	1.5
		Employee Benefit Programs (HRCI/PHR)	HR0247	1.5
		Employee Development (HRCI/PHR)	HR0248	1.5
		Human Resource Development (HRCI/PHR)	HR0249	1.5
		Human Resources Fundamentals Simulation	HR024S	0.5
		Recruitment and Selection (HRCI/PHR)	HR0251	1.5
		Occupational Health and Safety (HRCI/PHR)	HR0252	1.5
		Employee Compensation (HRCI/PHR)	HR0253	1.5
		Offers, Contracts, and Organizational Exit (HRCI/PHR)	HR0254	3
		Affirmative Action and the EEO (HRCI/PHR)	HR0263	2.5
		Employment Management (HRCI/PHR)	HR0264	2.5
		Recruiting and Selecting Candidates (HRCI/PHR)	HR0265	
		Offers, Contracts, and Exit from the Organization (HRCI/PHR)	HR0266	
		Developing Human Resources (HRCI/PHR)	HR0268	
		Sexual Harassment at Work (HRCI/PHR)	HR0273	1.5
		Non-Unionized Workplaces (HRCI/PHR)	HR0274	
		HRCI/SPHR (Senior Professional Human Resource)		
		The Strategic Role of HR in Organizations	hr_01_a01_bs_enus	3
		Workforce Planning and Employment Strategies	hr_01_a03_bs_enus	3
		Strategic Human Resource Development	hr_01_a04_bs_enus	3.5
		Compensation and Benefits Strategies	hr_01_a05_bs_enus	3
		Employee and Labor Relations Strategies	hr_01_a06_bs_enus	4.5
		Safety, Health, and Security Strategies	hr_01_a07_bs_enus	2
		Managing the HR Process	hr_01_a08_bs_enus	2