

Your learning guide



ACCREDITED PROJECT MANAGEMENT TRAINING
DELIVERED *YOUR* WAY

[TRAININGBYTESIZE.COM](https://trainingbytesize.com)

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

MARTYN KINCH

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”

- ZIG ZIGLAR

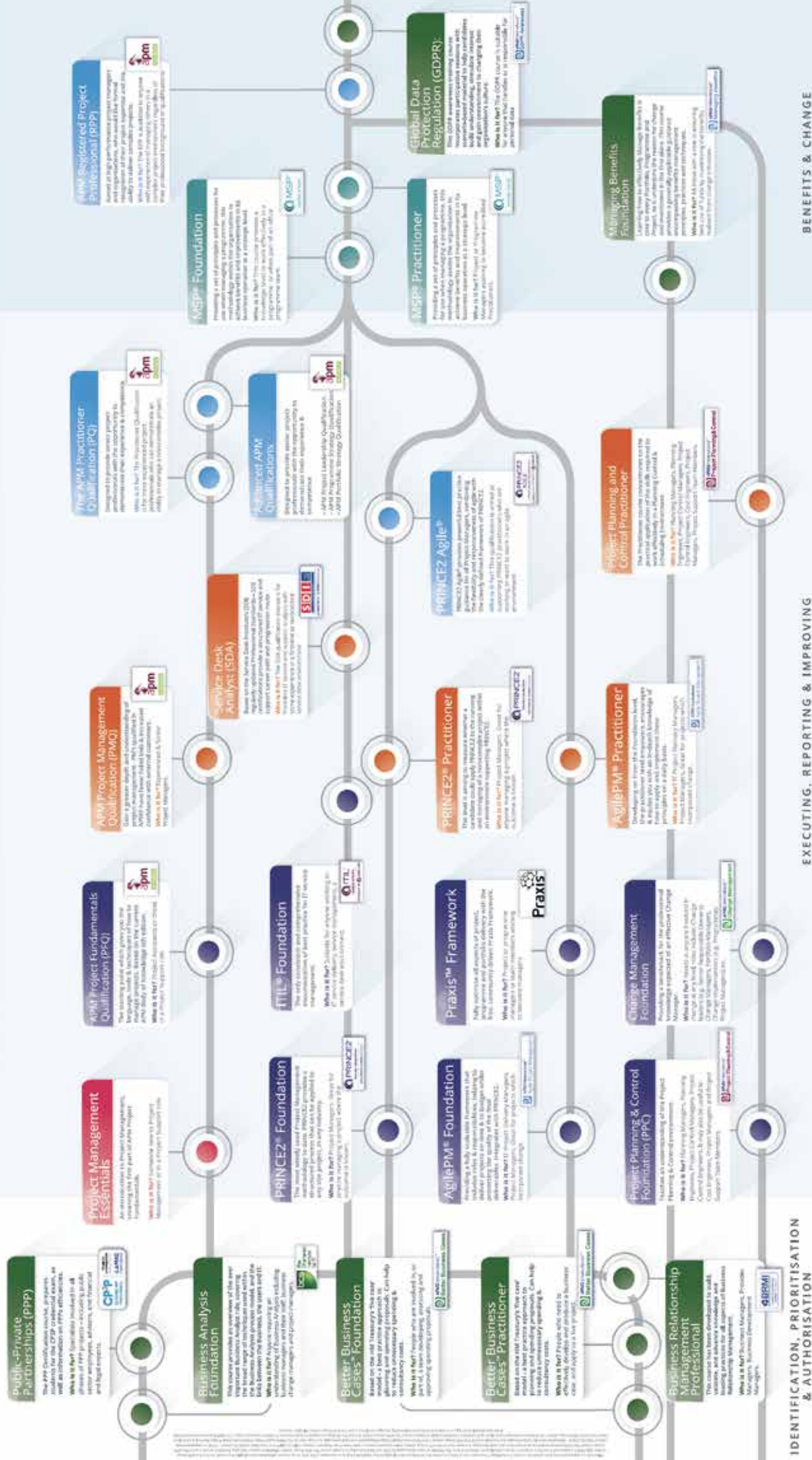


UK +44 (0)1270 626330

FIND OUT MORE AT
[TRAININGBYTESIZE.COM](https://www.trainingbytesize.com)

PROJECT & PROGRAMME MANAGEMENT TRAINING PATHWAY

YOUR GUIDE TO THE INDUSTRY QUALIFICATIONS AVAILABLE



PROJECT LIFECYCLE STAGES

For more useful resources and training information, please visit

www.trainingbyte-size.com

Revolutionising the world of Project Management training with our accredited classroom, blended and e-learning solutions.
Tel: +44(0)1270 626330 Email: learning@trainingbyte-size.com

Contents

ABOUT US

Foreword	Training Pathway
2 - 3	Why Choose Training ByteSize?

OUR TRAINING PORTFOLIO

APMG INTERNATIONAL COURSES

6	Public-Private Partnerships
7	Better Business Cases™
8	Business Relationship Management Professional
9	AgilePM®
10	Project Planning & Control
11	Praxis™ Framework
12	Change Management
13	Service Desk Analyst
14	GDPR Awareness
15	Managing Benefits

APM COURSES

17	APM Project Fundamentals Qualification
18	APM Project Management Qualification
19	APM Chartered Project Professional
20	Associate Project Manager Apprenticeship Programme

AXELOS COURSES

24	PRINCE2®
25	ITIL®
26	Managing Successful Programmes (MSP®)

BCS COURSES

28	Business Analysis
----	-------------------

ADVICE & GUIDANCE

4	Exam & Revision Tips
22 - 23	Your guide to starting a Career in Project Management

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

CHESHIRE
UK

LONDON
UK

SYDNEY
AUSTRALIA

DUBAI
UAE

MICHIGAN
USA

FRANKFURT
GERMANY

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.

YOUR LANGUAGE

Training ByteSize's extensive experience in developing courses used by over 5,000 companies worldwide allows us to offer our customers multilingual courses in German, Polish, Spanish, French, English and Arabic – an ideal solution for the large multi-national enterprises. In addition, our international presence in the UK, Germany, Poland, Denmark, Australia & USA ensures that you can deal with a local, knowledgeable training provider at all times.



- ON-SITE
- CLASSROOM
- ONLINE
- MOBILE
- VIRTUAL

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!

Meet Milly

HEAD OF CUSTOMER SUCCESS



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.

- ☾ Public-Private Partnerships
- ☾ Better Business Cases™
- ☾ Business Relationship Management Professional
- ☾ AgilePM®
- ☾ Project Planning & Control
- ☾ Praxis™ Framework
- ☾ Change Management
- ☾ Service Desk Analyst
- ☾ GDPR Awareness
- ☾ Managing Benefits

Meet Russ

HEAD OF PRODUCT DEVELOPMENT
(our e-learning magician who creates the online courses!)

“My day to day role involves developing the learning materials, the website and all things technical! I thrive on providing flexible learning solutions for our clients ensuring their experience is as modern and as seamless as possible.”



CERTIFIED PPP PROFESSIONAL (CP³P) FOUNDATION & PRACTITIONER



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 PROGRAMME?

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.

THIS 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

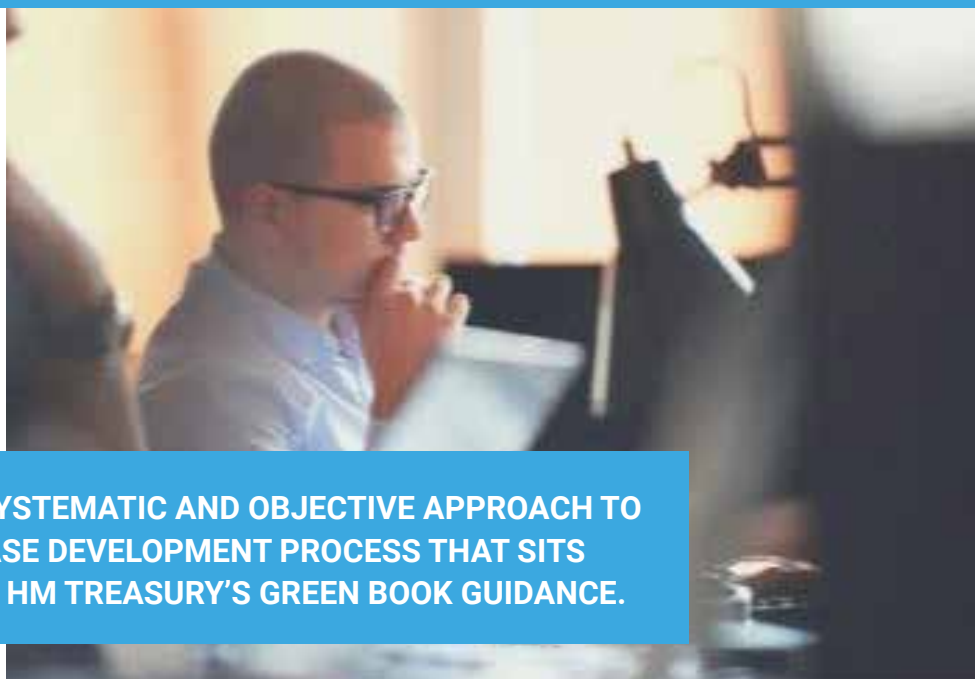
The programme gives practitioners and experienced individuals the opportunity to document their professionalism through an accredited certification. Employers will be more inclined to consider holders of the CP³P certification due to the credibility and technical competence that comes with it.

For the organisation

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

FIND OUT MORE AT
TRAININGBYTESIZE.COM

- ON-SITE
- CLASSROOM
- ONLINE E-LEARNING
- MOBILE ON-THE-MOVE
- VIRTUAL INSTRUCTOR-LED



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 DOES THE COURSE CONSIST OF?

The 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.

This 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.

The course is relevant to those responsible for developing and producing spending proposals or their assessment and approval; in particular:

- | | |
|--|--|
|  Accounting Officers - responsible for delivering public value. |  Senior Responsible Owners (SROs), Programme Directors and Project Managers, responsible for successful delivery. |
|  Directors of Finance, procurement and planning, responsible for the forward planning and prioritisation of spending proposals. |  Members of approvals and management boards with responsibility for scrutinising or approving spending proposals. |

WHAT ARE THE BENEFITS FROM THE BETTER BUSINESS CASES QUALIFICATION?

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

FIND OUT MORE AT
TRAININGBYTESIZE.COM








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.

LEARN HOW 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

HIGH LEVEL PERFORMANCE DEFINITION OF A SUCCESSFUL BRMP CANDIDATE

The candidate should understand the key principles, techniques, tools and processes central to the BRM role and discipline. Specifically, the candidate should know and understand:

- ▶ The characteristics of the BRM role
- ▶ What it means to perform as a strategic partner, contributing to business strategy formulation and shaping business demand for the provider's services
- ▶ How Portfolio Management disciplines and techniques are used to maximise realised business value
- ▶ Business Transition Management and the conditions for successful change programmes that minimise "value leakage"
- ▶ The BRM role in Service Management, and how to align services and service levels with business needs
- ▶ How to communicate effectively and persuasively.

FIND OUT MORE AT
TRAININGBYTE SIZE.COM

-  **ON-SITE**
-  **CLASSROOM**
-  **ONLINE E-LEARNING**
-  **MOBILE ON-THE-MOVE**
-  **VIRTUAL INSTRUCTOR-LED**



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.

THIS COURSE WILL:

- ✓ 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 AGILE PROJECT MANAGEMENT QUALIFICATION?

- ▶ **Develop a more advanced, applied level of knowledge** to gain an understanding of agile and the ability to apply relevant project management methods, leading to successful agile projects.
- ▶ **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 to better adapt to a changing business environment.
- ▶ **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** rather than developing and integrating a company-specific agile management process.
- ▶ **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.

FIND OUT MORE AT
TRAININGBYTE SIZE.COM









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.

THIS COURSE WILL:

-  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 & CONTROL QUALIFICATION?

For the individual

The guide is written in plain English - so even if this is your first experience in the field of planning and controls you should feel comfortable understanding and working towards success. Learners will gain an understanding of minimum standards and best practice, and enjoy guidance on how to comply with Works Information requirements laid out in contracts. In addition, students will learn lessons from a wide base of delivery organisations and benefit from a broad perspective of experienced controls practitioners.

For the organisation

Equally, implementation of PPC within an organisation delivers improved technical competence of team members, improved quality of schedules leading to more certainty in project delivery, greater predictability of project forecasting and success, and higher levels of integration between controls functions - i.e. cost and time.

FIND OUT MORE AT
TRAININGBYTESIZE.COM

-  **ON-SITE**
-  **CLASSROOM**
-  **ONLINE E-LEARNING**
-  **MOBILE ON-THE-MOVE**
-  **VIRTUAL INSTRUCTOR-LED**



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.

APMG INTERNATIONAL HAVE DEVELOPED PRAXIS FRAMEWORK CERTIFICATIONS TO CERTIFY YOUR ABILITY 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.

FIND OUT MORE AT
TRAININGBYTESIZE.COM

 **ON-SITE**
 **CLASSROOM**
 **ONLINE E-LEARNING**
 **MOBILE ON-THE-MOVE**
 **VIRTUAL INSTRUCTOR-LED**








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.

THIS COURSE WILL HELP YOU:

-  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 QUALIFICATION?

- ▶ **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.

FIND OUT MORE AT
TRAININGBYTESIZE.COM






THE SERVICE DESK ANALYST QUALIFICATION



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.

BY ACHIEVING AN SDI CERTIFICATION YOU WILL:-

-  Demonstrate to an employer that you understand the best practice standards for your role.
-  Have the knowledge, skills and competences to apply your understanding on a day-to-day basis.
-  Positively impact the efficient running of a service desk.

The Service Desk Analyst exam is based on the SDA standard. The SDI qualification is an open qualification standard. SDI is the administrator, facilitator and arbitrator of the standards. The exams are independently administered and proctored by APM Group. Training ByteSize's courses are accredited by APM Group International.

TARGET AUDIENCE

- ▶ **The SDA qualification course is for front-line IT service and support analysts with some experience in a first-line or second-line service desk environment.**
This course will help analysts who are looking to grow in their role and gain a recognised qualification in their profession, and develop practical skills whilst earning a certificate that endorses their commitment and knowledge.



Examples of professional job titles include:

- Support Analyst • Service Desk Analyst • First-line Analyst • Second-line Analyst
- Client Support Technician/Consultant • Desktop Support Analyst
- Customer Support Officer • Technical Support Analyst • Service Centre Analyst

FIND OUT MORE AT

TRAININGBYTESIZE.COM

-  **ON-SITE**
-  **CLASSROOM**
-  **ONLINE E-LEARNING**
-  **MOBILE ON-THE-MOVE**
-  **VIRTUAL INSTRUCTOR-LED**

GENERAL DATA PROTECTION REGULATION (GDPR) AWARENESS TRAINING








MAKING DATA PRIVACY MATTER



The introduction of the General Data Protection Regulation (GDPR) is a game changer. It needs a cultural change within companies to ensure everyone is data privacy aware. This training is aimed at any individual from any size organisation who wishes to make data privacy matter.

You may need to implement changes to meet the regulation requirements or you may need to kick start your own awareness campaign. This course has been designed to address all audiences and prepare them for the next steps.

AFTER COMPLETING THIS COURSE, YOU SHOULD BE ABLE 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.

SYLLABUS AREAS COVERED ARE:

- ▶ Introduction to GDPR
- ▶ Key concepts and principles
- ▶ Data Subject Rights and Consent
- ▶ Accountability and Governance
- ▶ Other key aspects

Gain certification from the most reputed global accreditation and examination institute APMG International. Training ByteSize are an accredited training organisation who supply all the training you need to gain an industry recognised certification.

FIND OUT MORE AT
TRAININGBYTESIZE.COM

-  ON-SITE
-  CLASSROOM
-  ONLINE E-LEARNING
-  MOBILE ON-THE-MOVE
-  VIRTUAL INSTRUCTOR-LED



THE PURPOSE OF THE MANAGING BENEFITS GUIDANCE AND CERTIFICATION SCHEME 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.

THIS COURSE WILL:

- ✓ **Enable you to realise benefits to improve prospects** in terms of investors, clients, revenue and efficiency levels; regardless of professional discipline and type of organisation.
- ✓ **Give the ability to 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.

MANAGING BENEFITS PROVIDES:

- ▶ **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.

FIND OUT MORE AT
TRAININGBYTESIZE.COM





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)

ESSENTIALS INTRODUCTORY COURSE AVAILABLE



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.

THIS COURSE WILL:



Allow you to understand and harness the 27 knowledge areas for the project management lifecycle – based upon the industry APM Body of Knowledge standard edition. 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 Project Fundamentals Qualification – an essential addition for any project manager's resume.

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

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.

FIND OUT MORE AT
TRAININGBYTESIZE.COM

- ON-SITE**
- CLASSROOM**
- ONLINE E-LEARNING**
- MOBILE ON-THE-MOVE**
- VIRTUAL INSTRUCTOR-LED**







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.

ON COMPLETION OF THIS COURSE, PARTICIPANTS WILL BE ABLE 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.

FIND OUT MORE AT
TRAININGBYTESIZE.COM

-  **ON-SITE**
-  **CLASSROOM**
-  **ONLINE E-LEARNING**
-  **MOBILE ON-THE-MOVE**
-  **VIRTUAL INSTRUCTOR-LED**



FROM 'STARTER TO CHARTER' – THE ROUTE TO ChPP

THANKS TO OUR 30 YEARS EXPERIENCE, 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.

BENEFITS FOR INDIVIDUALS

- ✓ Personal recognition from your peers in project management and other professions
- ✓ Enhanced CV to stand out in the job market
- ✓ A framework for the development of your career
- ✓ International recognition
- ✓ Assurance for clients of high standards and ethical practice
- ✓ Use of the post nominal ChPP

BENEFITS FOR ORGANISATIONS

- ✓ Proof of a high standard of practice and ethical standards
- ✓ Attracting the best talent by actively supporting chartered
- ✓ A competitive edge
- ✓ A ready-made framework for developing your people
- ✓ Motivated team, committed to continued professional development and ethics
- ✓ 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).

FIND OUT MORE AT
TRAININGBYTESIZE.COM

- ON-SITE
- CLASSROOM
- ONLINE E-LEARNING
- MOBILE ON-THE-MOVE
- VIRTUAL INSTRUCTOR-LED

ASSOCIATE PROJECT MANAGEMENT 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/ IPMA Level D 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.

FIND OUT MORE AT
TRAININGBYTESIZE.COM

-  **ON-SITE**
-  **CLASSROOM**
-  **ONLINE E-LEARNING**
-  **MOBILE ON-THE-MOVE**
-  **VIRTUAL INSTRUCTOR-LED**

HELPING YOU REACH YOUR POTENTIAL

Meet John

LEAD TRAINER
APMG AND APM ACCREDITED



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, and starting from just £399 for the online training package, is financially accessible. 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.

GET IN TOUCH

UK +44 (0)1270 626330

WWW.TRAININGBYTESIZE.COM



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"

- ☾ PRINCE2®
- ☾ ITIL®
- ☾ Managing Successful Programmes (MSP®)

Meet Heather

OUR FINANCE DIRECTOR

“We make sure we look after our customers as well as our suppliers. I am always personally available should you have any queries that have not been resolved”



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.



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.

THIS COURSE WILL:

- ✓ 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® QUALIFICATION?

- ▶ **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.

FIND OUT MORE AT
TRAININGBYTE.SIZE.COM

- ON-SITE**
- CLASSROOM**
- ONLINE E-LEARNING**
- MOBILE ON-THE-MOVE**
- VIRTUAL INSTRUCTOR-LED**



ITIL® IS THE ONLY CONSISTENT AND COMPREHENSIVE DOCUMENTATION OF BEST PRACTICE FOR IT SERVICE MANAGEMENT

USED BY MANY HUNDREDS OF ORGANISATIONS AROUND THE WORLD, A WHOLE ITIL® PHILOSOPHY HAS GROWN UP AROUND THE GUIDANCE CONTAINED WITHIN THE ITIL® BOOKS AND THE SUPPORTING PROFESSIONAL QUALIFICATION SCHEME.

The ITIL® Foundation eLearning course is an interactive, audio based, animated online course that takes you through the complete ITIL® Foundation Syllabus, enabling you to gain the knowledge required to successfully take and pass the ITIL® Foundation Exam.

The course online contains:

- ✓ 9 modules with associated interactive lessons.
- ✓ ITIL® Foundation exam simulations.
- ✓ Notes to support each lesson to consolidate the learning.
- ✓ Interactive exercises to assist with knowledge retention.
- ✓ Module level exam simulation directly aligned to the ITIL® syllabus.
- ✓ Extensive Exam Approaches module to support the Foundation exam.
- ✓ Online support, forums, chat and progress reports.

WHAT ARE THE BENEFITS OF THE ITIL QUALIFICATION?

To 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** for each activity 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** rather than spending too much time on technological issues.

To 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 defining and managing the customer and service portfolio.
- ▶ **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.

FIND OUT MORE AT
TRAININGBYTESIZE.COM

- ON-SITE**
- CLASSROOM**
- ONLINE E-LEARNING**
- MOBILE ON-THE-MOVE**
- VIRTUAL INSTRUCTOR-LED**

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.



THE MSP® GUIDE COMPRISES A SET OF PRINCIPLES AND A SET OF PROCESSES FOR USE WHEN MANAGING A PROGRAMME.

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.

THE MSP® FRAMEWORK IS BASED ON THREE CORE CONCEPTS:

- ✓ **MSP® Principles.** These are derived from positive and negative lessons learned from programme experiences. They are the common factors that underpin the success of any transformational change.
- ✓ **MSP® Governance Themes.** These define an organisation's approach to programme management. They allow an organisation to put in place the right leadership, delivery team, organisation structures and controls, giving the best chance for success.
- ✓ **MSP® Transformational Flow.** This provides a route through the lifecycle of a programme from its conception through to the delivery of the new capability, outcomes and benefits.

WHAT ARE THE BENEFITS OF THE MSP® QUALIFICATION?

- ▶ **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.

FIND OUT MORE AT

TRAININGBYTESIZE.COM

- ON-SITE**
- CLASSROOM**
- ONLINE E-LEARNING**
- MOBILE ON-THE-MOVE**
- VIRTUAL INSTRUCTOR-LED**



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

Meet James

OUR CLIENT PARTNERSHIP DIRECTOR

It is important that people who are trained in a method or capability are able to implement the teachings in a practical way, and so continued support through the use of digital and tailored instructor-led training can achieve this. The training should also be delivered on all levels, allowing the method that the organisation finally adopts to be effective for all of the various key stakeholders of the project





ONE OF THE FASTEST GROWING QUALIFICATIONS IN THE MARKETPLACE TODAY - DELIVERED THROUGH AN INNOVATIVE, ENGAGING E-LEARNING COURSE .

WHAT IS THE BUSINESS ANALYSIS FOUNDATION 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.

THIS COURSE WILL:



Provide an overview of the ever important Business Analyst role, and covers the broad range of techniques used within the structure of the Business Analysis process model.



Show the links between the Business, the users and IT, and the valuable contribution the Business Analyst makes and the tools and techniques they have at their disposal.

WHO CAN BENEFIT FROM THE BUSINESS ANALYSIS FOUNDATION QUALIFICATION?

This course is relevant to anyone requiring an understanding of Business Analysis.

This multi-disciplinary group includes:

- Business analysts
- Business managers and their staff
- Business change managers
- Change implementers/enablers (e.g. portfolio, programme & project managers)

FIND OUT MORE AT
TRAININGBYTESIZE.COM



“Change is the end
result of all true
learning”

- LEO BUSCAGLIA



FIND OUT MORE AT
[TRAININGBYTESIZE.COM](https://trainingbytesize.com)

UK +44 (0)1270 626330

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

*Contact our training advisors
for an informal,
obligation-free quote:*

UK +44 (0)1270 626330

LEARNING@TRAININGBYTESIZE.COM



Meet Amelia

CONSUMER SALES MANAGER
(qualified in all the courses she advises on!)

“ 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 ”



UNITED KINGDOM

NANTWICH
Nantwich Court,
Hospital Street,
Nantwich,
Cheshire,
CW5 5RH

LONDON
2 Angel Square,
London,
EC1V 1NY

Phone: +44 (0)1270 626330
E-Mail: learning@trainingbytesize.com

AUSTRALIA

520 Oxford Street, Tower 1, Level 23
Bondi Junction Westfield,
Bondi Junction
NSW
2022

Phone: +61 (02) 8072 0653
E-Mail: learning@trainingbytesize.com

UNITED STATES

MICHIGAN, USA

Phone: 586 909 8109
E-Mail: learning@trainingbytesize.com

SOUTH AFRICA

Centurion,
Pretoria,
South Africa

Phone: +27(0)83 3054284
E-Mail: learning@trainingbytesize.com



PROJECT MANAGEMENT TRAINING

WWW.TRAININGBYTESIZE.COM

