

This is not only the English. It is the VISA for Your Career Success



Qianjin Training for Being International Professional (CBP)

In order to help increase the employability and professional quality and soft skills of university students and young professionals, CONFIDENCE Consulting, in collaboration with Shanghai Qianjin College, operates a special Certified Business Professional (CBP™) Program to foster professionals with global qualifications in China. **All the courses will be conducted in English with the original teaching materials.**

I. Course Overview

1. Foundational Courses: Becoming Professional

1) “CBP™ Business Communication in Your Daily Business”

The CBP™ Business Communication Certification equips the business professional with the best communication practices and develops business communication as a discipline. The CBP™ Business Communication certification module explores the study of the process of communication in the business environment, allowing us to understand how to make better choices in our day-to-day communication.

2) “CBP™ Business Etiquette & Professionalism in Modern Society”

The CBP™ Business Etiquette and Professionalism Certification develop the concept of business etiquette and the proper etiquette practices for different business scenarios. You will learn the etiquette requirements for meeting, entertaining, telephone, and Internet business interaction scenarios. Additionally, the CBP™ Business Etiquette and Professionalism certification module addresses etiquette challenges when doing business in a multi-cultural environment.

3) “CBP™ Customer Service in Turbulent Time” 《CBP™在动荡多变时期中的客户服务》

The CBP™ Customer Service Certification provides the foundation for quality customer service and focuses on building life-long customer relationships by developing effective customer-care strategies.

The CBP™ Customer Service certification module provides guidelines for emerging technologies such as Internet Chat. Additionally, this module uses various hands-on and interactive scenarios to develop the foundation customer care skills needed to provide excellence in service.

4) “CBP™ Leadership in You”

The CBP™ Leadership Certification equips the business professional with the skills and characteristics required for effective leadership. Effective leadership skills are in demand in every aspect of business and

are recognized as an indispensable element for corporate success.

The CBP™ Leadership certification module covers all of the essentials of today's leaders. This is a hands-on and interactive module that uses real life scenarios to develop practical leadership skills.

5) "CBP™ Sales in Globally Competitive Market" 《CBP™全球竞争环境中的销售技巧》

The CBP™ Sales Certification lays the foundation for professional selling by developing the selling process using effective sales methodologies. You will learn the skills and tactics of the leading sales professionals and take part in interactive scenarios to master those skills. The CBP™ Sales certification module covers all the major sales stages and teaches the best practices in the sales industry.

(Those who complete any one of the above course and pass the exam will be certified with a "CBP™ Professional" Certificate issued by International Business Training Association (IBTA). For those who complete all five above courses and pass the exams will be certified with a "CBP™ Executive" Certificate)

2、Advanced Courses: Becoming Master Executive

1) "CBP™ Business Management"

The CBP Business Management training and certification program is geared towards persons interested in pursuing a career in management or improving their management skills. The course provides the essential information and skills required by professionals who have to make decisions that are important to the direction and performance of an organization or business. If a practical approach to managing in any environment is what you need, then this course is for you.

The first part of the course introduces the challenges of business management and teaches some of the essential skills needed to address these challenges and be successful at managing. It also gives direction as to how to organize, prioritize and delegate tasks, including utilizing some of the technological tools that computer technology offers to increase managerial effectiveness and efficiency.

The second part of the course covers the major aspects of management that are needed to ensure that business is conducted in a manner that is progressive, profitable, effective and efficient. Participants will learn how to reduce costs, make the best use of time, and improve the quality of their product and/or service. They will also learn the fundamentals of financial management to ensure that budgets are controlled and fiscal responsibility is maintained. This course also provides a guide to hiring and managing people for optimum work performance. Finally, it makes managers aware of some of the risks that businesses face and teaches how to address them confidently.

2) "CBP™ Project Management"

The CBP™ Project Management Certification equips the business professional with leading methodologies and practices in the project management field. Project management is a requirement for professionals in many fields, with many employers now identifying project management skills as vital for

corporate success. Whether you are a business executive or an information technology professional, the CBP™ Project Management Certification will enable you to advance your career and develop your professional skills.

(For those who complete any one of the above courses, in addition to own “CBP™ Executive” Certificate, will be certified with “**CBP™ Master Executive” Certificate** by International Business Training Association - IBTA)

II、 The Power of the Certification

IBTA is the world largest provider of Certified Business Skills. CBP Certification is important for all types of professionals, from career changers, business professionals to school leavers. For career changers, CBP is an excellent way to re-enter the job market because the curriculum covers core business and technology skills. CBP covers industry standards and leading productivity technologies. Career changers are not limited by knowledge of only one business competency.

For business professionals: The CBP certification demonstrates knowledge of industry standards, best practices, and leading business and employability skills.

For experienced professionals: If an experienced business professional does not already have a widely recognized certification, he or she should earn a certification to show current or potential employers of their skills and expertise.

For university and high school graduates: The CBP certification helps them to have freedom for seeking the job or pursuing a career they would like to take up by adding soft skills that market needs onto them.

The CBP™ programs runs in many countries and regions in the world such as USA, Canada, South Africa, China, India, Singapore, Vietnam and so on. The enterprises that use CBP™ to train their staff are including Ricoh, Starbucks, MCI, Verizon Wireless, Comcast, Ford, Price Waterhouse Coopers, Cable & Wireless, etc.

III. Trainers

All are CBP™ certified instructors with rich business experiences.

IV. Fee

1、CBP™ Foundational Course: 700 RMB/Per person, 5 times (3 hours each time) in a class of 25 participants.

2、CBP™ Advanced Course: 1,500 RMB/Per person, 12 times (3 hours each time) in a class of 25 participants.

Logistics

- 1、**Venue & Time:** Shanghai Qian Jin College, 8801 Qu Xi Road, Lu Wan District, Shanghai
- 2、**Date & Time:** 9:00-12:00; 13:00-16:00 on Saturday and Sunday
- 3、**Application (Information):** 139-1638-7647; (21) 5301-4000 Mr. Shao