

# ACCREDITED MANAGER CREDENTIALS

### **Internationally Recognized Certification**

The Accredited Manager Credential verifies the knowledge and skills of managers seeking to enter, or already in Middle management roles (Department head, General Manager, Superintendent etc.). Candidates for the examination will demonstrate comprehensive middle management knowledge across a full range of internationally validated business management competencies.

## **The Degree Alternative**

Global Accredited Manager Credentials provide individual managers at all levels with a time-efficient, cost-effective scheme of learning and assessment which ensures they have the knowledge and skills to lead and manage effectively at their level of authority.



# Accredited Certification for Managers

Fast and Costeffective pathway to
internationally
recognized
certification

Online examinations available on demand worldwide.

Best practice on-line learning available for all qualifications

# GLOBAL MANAGEMENT ACADEMY

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# THE COMPETENCY FRAMEWORK



The GMA Competency framework is an internationally validated framework of leadership and business management competencies, applicable to Business and Public sector organizations worldwide.

Candidates for GMA qualifications are required to demonstrate knowledge and proficiency in all six management competency domains, and at levels of proficiency commensurate with the level of accreditation.

The required units of competence for the Accredited Manager Qualification are outlined below:

## **Middle Management Competency Domain and Courses**

Candidates are assessed on the following units of competence for each qualification:

#### **Advanced Diploma Program**

#### **MODULE 1: PRINCIPLES OF MANAGEMENT**

- 1. Course 1: Effective Management
- 2. Course 2: Develop and Lead high-Performance Teams

#### **MODULE 2: MARKETING AND SALES**

- 3. Course 3: Promoting the Business
- 4. Course 4: Foundations in Marketing

#### **MODULE 3: FINANCIAL MANAGEMENT**

- 5. Course 5: Foundations in Financial Management
- Course 6: Budgetary Planning and Control

#### **MODULE 4: LEADERSHIP AND STRATEGY**

- 7. Course 7: Develop and Apply Leadership Styles
- 8. Course 8: Understanding Organizations

#### **MODULE 5: OPERATIONS MANAGEMENT**

- 9. Course 9: Managing Service Quality
- 10. Course 10: Manage Workplace Projects

#### **MODULE 6: H-R MANAGEMENT**

- 11. Course 11: Managing Employee Development
- 12. Course 12: Managing Discipline and Grievances

# THE CREDENTIALS

The Accredited Manager credential includes:



## Diploma in Management

- 12 Units of Competency (courses)
- Examinations: 6 M/C exams Total questions 180 questions | Total Time 180 minutes
- Avg. Duration to Complete: 6 months

In order to qualify for the designation of 'Accredited Manager', and use the Post Nominal AMgr., candidates need to complete all 12 units of competency. On completion of the courses and examinations, candidates will be eligible for the AMgr. designation.

#### **Admissions**

To qualify for admission to the Accredited Manager Examination, candidates will need to demonstrate prior learning at Middle Management Level, or a comparable qualification, and have at least 2 years' experience in a First-Line management role.

#### **Examinations**

Examinations are conducted online by GMA ACCREDITATION,, and are available on demand. You will need to complete 3 examinations (each comprising 60 questions covering 2 modules). Each examination comprises 60 multiple choice questions and you will have minutes to complete. Your Approved Learning Provider will schedule your examinations, and will provide you with the registration and login details. Your preliminary results will be available immediately on completion of the examination. You will receive confirmation and your certification within 1 week of completion of your examination.

## **Digital Certification**

GMA certificates are issued digitally, and are available world-wide 24/7 for you to download and share on social media such as LinkedIn, Facebook and Twitter.

#### Contact Us

Contact us for further Information:



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