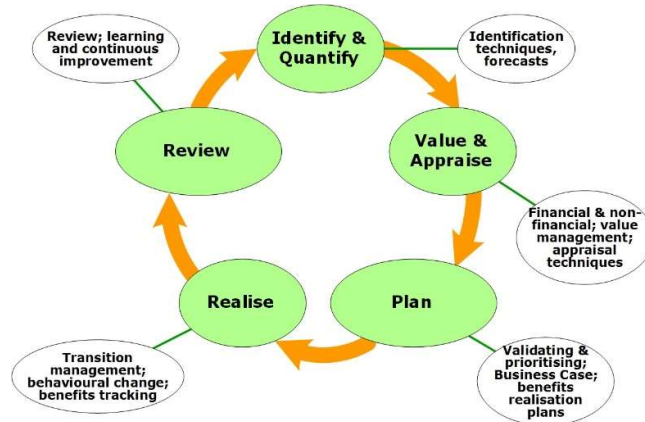


## Inspiring Managing Benefits™ Training

### About Managing Benefits

Managing Benefits provides managers and practitioners from multiple disciplines, working in a wide variety of organizations, with generally applicable guidance encompassing benefits management principles, practices and techniques that enable organizations to optimize the return from their investments in change.



### About Inspiring Projects

Inspiring Projects, a division of Aspire Australasia Pty Ltd, has been recognised by APMG International as an Accredited Training Organisation, licensed to deliver training in Managing Benefits and other Best Management Practice products. We offer training throughout the Asia Pacific region. We have had over 10 years' experience in using elements of Managing Benefits in real programmes and projects, and bring this deep experience to our courses.

### About our training

Our Managing Benefits training is designed to assist people and organisations to quickly develop the skills base and 'know-how' needed to effectively adopt and apply the Managing Benefits guidance. Our trainers and training materials are regarded as among the best available in Australasia. We incorporate the latest research in effective learning into our approaches. In support of the different ways people learn, our courses include a mixture of presentations, hands-on activities, discussions and review sessions. After their courses, our delegates are given access to the tools we have developed to increase the success of our clients' support offices. In addition to our accredited Foundation and Practitioner courses, we offer associated executive briefings and short courses, and workshops on specific skills needed in a support office environment.

### Additional support

We can deliver any of our courses in-house, or by self-study mode, and can customise our courses to better suit your needs. We also provide ongoing coaching and mentoring support, as well as in-depth consulting and assessment services.

### Contact us

To learn more about how Managing Benefits and our services can benefit you, or to register on one of our courses, or to ask for more information or a quote, call us now on 03 9015 9459, email [training@InspiringProjects.com.au](mailto:training@InspiringProjects.com.au) or visit [www.InspiringProjects.com.au](http://www.InspiringProjects.com.au).

## Managing Benefits Combined Foundation and Practitioner Course

Course Code	MOBC3
Overview	<p>The Managing Benefits Combined course blends our Foundation course and Practitioner seminar.</p> <p>The purpose of the Foundation qualification is to confirm that a candidate has sufficient knowledge and understanding of the Managing Benefits guidance to be able to work effectively with, or as a member of, a portfolio, programme or project management team charged with realizing the benefits of a change initiative.</p> <p>The purpose of the Practitioner qualification is to confirm whether the candidate has achieved sufficient understanding of how to apply and tailor the Managing Benefits guidance to a specific scenario. A successful Practitioner candidate should, with suitable support, be able to advise on the implementation of appropriate practices and techniques, and apply these practices and techniques within their organisation.</p> <p>This course comprises four days of trainer-led instruction, and practical exercises, with the Foundation examination on day two of the course and the Practitioner examination on day three.</p>
Course Objectives	<p>Foundation level aims to measure whether a candidate understands the benefits management principles, practices, techniques, roles, responsibilities and documents, specifically to know and understand the:</p> <ul style="list-style-type: none"> <li>• Definitions, scope and objectives of benefits management, barriers to its effective practice, and the key success characteristics;</li> <li>• Principles upon which successful approaches to benefits management are based;</li> <li>• Five practices contained within the Benefits Management Cycle and relevant techniques applicable to each practice;</li> <li>• Scope of key roles and responsibilities for benefits management and the typical contents of the main benefits management documentation;</li> <li>• Approaches to implementation and the factors to consider in sustaining progress.</li> </ul> <p>Practitioner level aims to confirm whether the candidate has achieved sufficient understanding of how to apply and tailor the guidance in a scenario situation. Specifically candidates should be able to:</p> <ul style="list-style-type: none"> <li>• Plan the implementation of benefits management, selecting appropriate strategies to sustain and measure progress;</li> <li>• Select and adapt principles, practices and techniques to suit different organizational environments;</li> <li>• Identify activities that should be undertaken during each of the practices of the Benefits Management Cycle together with the accountabilities and responsibilities of each of the defined roles;</li> <li>• Evaluate examples of benefits management information (documents);</li> <li>• Analyse the solutions adopted in relation to a given scenario.</li> </ul> <p>Delegates will be fully prepared for the Foundation and Practitioner exams.</p>
Who Should Attend	This course is aimed at those involved in the selection and delivery of business change initiatives. It is also suitable for change leaders, change initiators, change enablers, support staff, business change and benefits managers and operational staff.
Prerequisites	There are no prerequisites for the course, however some exposure to the portfolio, programme or project management domains would be useful.
Course Content	<p>At the end of the Foundation course, delegates will:</p> <ul style="list-style-type: none"> <li>• Understand what is meant by benefits management;</li> <li>• Understand the seven principles of benefits management;</li> <li>• Understand the five practices in the benefits management cycle;</li> <li>• Understand how to apply benefits management at a collective or portfolio level;</li> <li>• Understand how to get started in implementing effective benefits management practices and how to sustain progress.</li> <li>• Be well prepared for the Foundation exam.</li> </ul> <p>The Practitioner seminar explores these topics in greater detail, with exercises, discussions and Practitioner exam preparation sessions.</p> <p>The Managing Benefits Foundation Exam is a 40 minute closed book exam. There are 50 multiple choice questions. The candidate must correctly answer 50% or more of the questions to pass the exam. The Managing Benefits Practitioner Exam is a 2 ½ hour open book exam; only the Managing Benefits Manual may be used. There are 8 questions per paper with 10 marks per question for a total of 80 marks. The candidate must correctly answer 50% or more of the questions to pass the exam. We conduct the exams on behalf of APMG.</p> <p>There will be homework each evening.</p>
Included with the course	<p>The Managing Benefits Manual;            Foundation Delegate Workbook including activities, discussions, quizzes and sample exams;            Practitioner Delegate Workbook;            Our Managing Benefits Desk Reference Chart;            Foundation and Practitioner Exams;            Post-course support, including access to our alumni-only resources.</p> <p>A pre-course pack consisting of the Pre-Course Reading Guide and the Managing Benefits Manual can be sent to participants who complete registration at least 10 days before scheduled course start. We do recommend that participants complete 10 - 12 hours of pre-course reading, but this is <b>not</b> mandatory.</p>
Delivery	Public or in-house classroom-style over 3 days. eLearning and blended offerings coming.
Availability	We offer Managing Benefits as an in-house course only.
Professional	PMI: 40 PDUs; AIPM: 30 CPD points

## Managing Benefits Foundation Course

Course Code	MOBF2
Overview	<p>The purpose of the Foundation qualification is to confirm that a candidate has sufficient knowledge and understanding of the Managing Benefits guidance to be able to work effectively with, or as a member of, a portfolio, programme or project management team charged with realizing the benefits of a change initiative.</p> <p>This course comprises two days of trainer-led instruction, and practical exercises, with the Foundation examination on day two of the course.</p>
Course Objectives	<p>Foundation level aims to measure whether a candidate understands the benefits management principles, practices, techniques, roles, responsibilities and documents, specifically to know and understand the:</p> <ul style="list-style-type: none"> <li>• Definitions, scope and objectives of benefits management, barriers to its effective practice, and the key success characteristics;</li> <li>• Principles upon which successful approaches to benefits management are based;</li> <li>• Five practices contained within the Benefits Management Cycle and relevant techniques applicable to each practice;</li> <li>• Scope of key roles and responsibilities for benefits management and the typical contents of the main benefits management documentation;</li> <li>• Approaches to implementation and the factors to consider in sustaining progress.</li> </ul> <p>Delegates will be fully prepared for the Foundation exam.</p>
Who Should Attend	This course is aimed at those involved in the selection and delivery of business change initiatives. It is also suitable for change leaders, change initiators, change enablers, support staff, business change and benefits managers and operational staff.
Prerequisites	There are no prerequisites for the course, however some exposure to the portfolio, programme or project management domains would be useful.
Course Content	<p>At the end of the Foundation course, delegates will:</p> <ul style="list-style-type: none"> <li>• Understand what is meant by benefits management;</li> <li>• Understand the seven principles of benefits management;</li> <li>• Understand the five practices in the benefits management cycle;</li> <li>• Understand how to apply benefits management at a collective or portfolio level;</li> <li>• Understand how to get started in implementing effective benefits management practices and how to sustain progress.</li> <li>• Be well prepared for the Foundation exam.</li> </ul> <p>The Managing Benefits Foundation Exam is a 40 minute closed book exam. There are 50 multiple choice questions. The candidate must correctly answer 50% or more of the questions to pass the exam. The Managing Benefits Practitioner Exam is a 2 ½ hour open book exam; only the Managing Benefits Manual may be used. There are 8 questions per paper with 10 marks per question for a total of 80 marks. The candidate must correctly answer 50% or more of the questions to pass the exam. We conduct the exams on behalf of APMG.</p> <p>There will be homework each evening.</p>
Included with the course	<p>The Managing Benefits Manual;            Foundation Delegate Workbook including activities, discussions, quizzes and sample exams;            Our Managing Benefits Desk Reference Chart;            Foundation Exams;            Post-course support, including access to our alumni-only resources.</p> <p>A pre-course pack consisting of the Pre-Course Reading Guide and the Managing Benefits Manual can be sent to participants who complete registration at least 10 days before scheduled course start. We do recommend that participants complete 10 - 12 hours of pre-course reading, but this is <b>not</b> mandatory.</p>
Delivery	Public or in-house classroom-style over 2 days. eLearning and blended offerings coming.
Availability	We offer Managing Benefits as an in-house course only.
Professional	PMI: 40 PDUs; AIPM: 30 CPD points

## Managing Benefits Practitioner Course

Course Code	MOBP1
Overview	The purpose of the Practitioner qualification is to confirm whether the candidate has achieved sufficient understanding of how to apply and tailor the Managing Benefits guidance to a specific scenario. A successful Practitioner candidate should, with suitable support, be able to advise on the implementation of appropriate practices and techniques, and apply these practices and techniques within their organisation.
Course Objectives	<p>Practitioner level aims to confirm whether the candidate has achieved sufficient understanding of how to apply and tailor the guidance in a scenario situation. Specifically candidates should be able to:</p> <ul style="list-style-type: none"> <li>• Plan the implementation of benefits management, selecting appropriate strategies to sustain and measure progress;</li> <li>• Select and adapt principles, practices and techniques to suit different organizational environments;</li> <li>• Identify activities that should be undertaken during each of the practices of the Benefits Management Cycle together with the accountabilities and responsibilities of each of the defined roles;</li> <li>• Evaluate examples of benefits management information (documents);</li> <li>• Analyse the solutions adopted in relation to a given scenario.</li> </ul> <p>Delegates will be fully prepared for the Practitioner exam.</p>
Who Should Attend	This course is aimed at those involved in the selection and delivery of business change initiatives. It is also suitable for change leaders, change initiators, change enablers, support staff, business change and benefits managers and operational staff.
Prerequisites	Candidates for the Practitioner course must have passed the Foundation exam.
Course Content	<p>The Practitioner seminar explores Foundation topics in greater detail, with exercises, discussions and Practitioner exam preparation sessions.</p> <p>The Managing Benefits Practitioner Exam is a 2 ½ hour open book exam; only the Managing Benefits Manual may be used. There are 8 questions per paper with 10 marks per question for a total of 80 marks. The candidate must correctly answer 50% or more of the questions to pass the exam. We conduct the exams on behalf of APMG.</p>
Included with the course	Practitioner Delegate Workbook; Practitioner Exam; Post-course support, including access to our alumni-only resources.
Delivery	Public or in-house classroom-style over 1 day. eLearning and blended offerings coming.
Availability	We offer Managing Benefits as an in-house course only.
Professional	PMI: 40 PDUs; AIPM: 30 CPD points