

APMP Foundation Certification Course

Course Information

BBX APMP Foundation Certification Course. Provided over **4 weeks with 4 Sessions**, Coaching and supported by the **BidBox LMS** with optional EXAM.

The course will start with **Kick-Off Online meeting**, where participants get all the needed instructions and the access to the learning material.

At the first Kick-Off Module, preparatory documents such as the **APMP Foundation Study Guide**, the **APMP Accreditation Program Syllabus** and the **APMP Glossary of Terms** are provided to the participants, who need to study these in throughout the duration of the course.

The participant needs to pass the foundation certification exam, in which he/she sets out his/her knowledge and understanding of best practices in bid and proposal management.



The entire certification measure will be carried out in English: The workshop with an English presentation as well as the preparatory documents up to the examination questions.

Examination:

The BBX APMP Foundation Certification Course enables the participants to successfully pass exam.

Optional BidBox as ATO also provides the EXAM execution on the APMG portal. Participants will be registered on the portal for the Examination and will be the required Examiner for the specific Exam.

Training Description

Learn a proven process for capturing strategic business opportunities in any industry. Benchmark against the APMP Foundation Standard and acquire APMP Foundation Certification.

Course Dates and Modules:

The live learning modules are scheduled throughout the 4-week course duration. Typically, Friday morning: 09:00-11:00 CET. In case participants miss one session (Module), they have access to the material and can discuss with one of the available trainers.

- **Day-1 - (09:00-11:00): Kick Off-Meeting**
- Day-2 - (09:00-11:00): Module-A
- Day-3 - (09:00-11:00): Module-B
- Day-4 - (09:00-11:00): Module-C

All sessions are online supported by TEAMS-Meeting and the BidBox LMS. Duration the 4-week course duration our qualified trainers are available as coaches during normal working hours.

Course Content:

APMP Foundation Level Certification follows a given competence roadmap. The following five Competence Areas are the Framework of APMP Certification:

- Information Research and Management
- Planning
- Development
- Management
- Sales Orientation

The APMP Foundation Study Guide Topics are covered in the workshop. The APMP Body of Knowledge (Online) - BOK is a key information source and the APMP Glossary of Terms will be provided.

Course Material:

- Training material
- Case studies
- Test Exams
- Concepts and templates
- Learning management system (LMS)
- Testing and questioning of what has been learned

Organisation

The training takes place **Online** and is supported by our [BidBox LMS](#). All materials are available to the participants online. After successful registration, participants will receive access to the BidBox Learning Management System and a link to the TEAMS training area.

BidBox LMS:

You can register on our BidBox LMS free of charge. As soon registered for the **APMP Foundation Certification Course**, the access to the course information and supporting material will be made available on the platform.

Trainers:

The training is conducted by experienced, accredited Trainers (ATs), which also bring industry experienced.

Participants will receive a MS TEAMS link to participate the first Kick-Off meeting, where further instructions and access to the learning material will be provided.

Further information can be obtained from the BidBox training team.

E-Mail: training@bidbox.org

Phone: +49 2103 8807810

and via the BidBox Webpage: www.bidbox.org