



CERTIFICATION REVIEW STUDY CLASS Spring 2012

March 1 through April 26, 2012, 6-8 pm
Boy Scouts of America, 1325 W. Walnut Hill, Irving, TX 75038

ORGANIZATION MANAGEMENT REVIEW (CAP-OM) – 8 WEEK REVIEW

(BOOK USED: *Organizational Management, Fifth Edition*)

You must have a current CAP rating or be thinking about taking the OM exam at the same time before taking the Organizational Management specialty exam.

*** While a review study class can help some attendees focus their study time on both content and test-taking skills, neither NTBC nor our class leaders make any claim or guarantee that upon completion of a review study course the attendee will pass the examination--that is solely the responsibility of the attendee. The guidance provided is general and attendees are responsible for selecting their own appropriate study method and materials***

SYLLABUS FOR OM REVIEW

(Using Organizational Management book)

March 1 - Week 1: Organizational Planning (Chapter 1)

March 8 - Week 2: Strategic Planning (Chapter 2)

Spring Break – No Class March 12-16

March 22 - Week 3: Allocating Resources (Chapter 3)

March 29 - Week 4: Mentoring & Training; Organizational Leadership (Chapters 4 & 6)

April 5 - Week 5: Conducting Research (Chapter 5)

April 12 - Week 6: Team Building (Chapter 7)

April 19 - Week 7: Solving Problems & Resolving Conflict (Chapters 8 & 9)

April 26 – Week 8: Communication & Legal Issues in Communication (Chapters 10 & 11)

This Study Session Covers the Following:

Organizational Planning.....36%

Critical thinking and decision making

Strategic planning

Communicating mission and values

Allocating resources

Advanced Communication.....27%

Nonverbal

Presentation techniques

Legal issues

Professional protocol

Advanced Administration.....23%

Mentoring and training

Conducting research

Coordinating projects

Delegating and empowering

Team Skills.....14%

Team building and leading

Group problem solving

Resolving conflict

Conducting meetings

Candidates will also need a knowledge base of general management theories, and of all areas tested on the CAP examination.