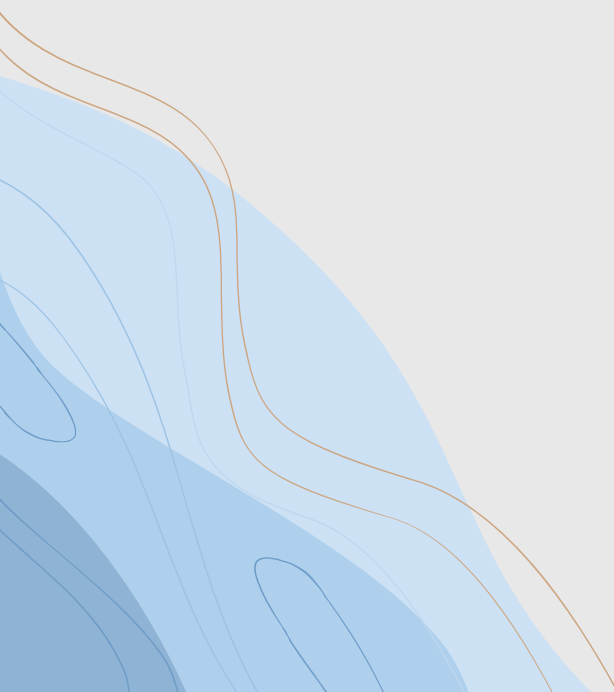




APMP California Capture Adventure Leading Others



Welcome!

Thanks for being part of the adventure!



Marie
APMP Professional
Development Chair



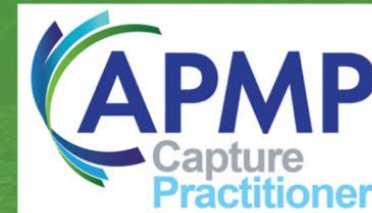
Heather
APMP California Chapter
Past Chair

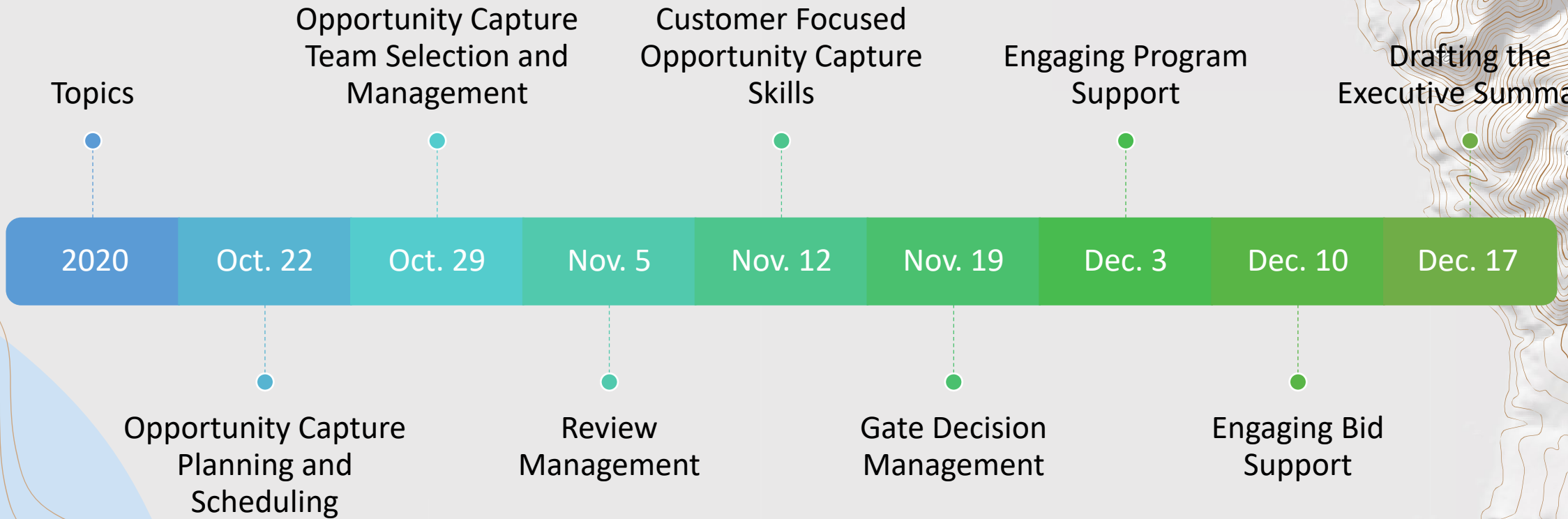


APMP CALIFORNIA CAPTURE ADVENTURE SERIES

EVERY THURSDAY ON ZOOM | 9:30 - 10 AM
OCT. 22 - FEB. 25

JOIN US FOR A WEEKLY 30-MINUTE
POWER HALF-HOUR TO PREPARE FOR THE
APMP CAPTURE PRACTITIONER CERTIFICATION!







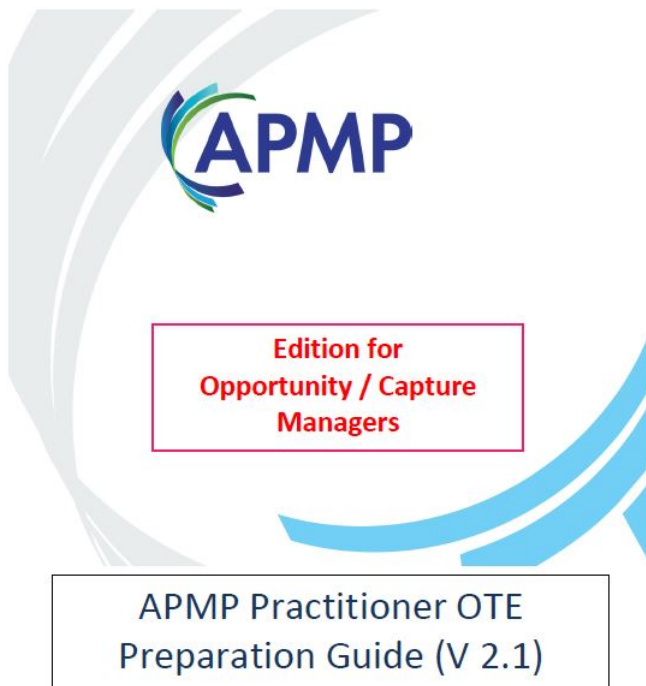
APMP CAPTURE PRACTITIONER CERTIFICATION

<https://www.apmp.org/page/CapturePractitioner>

APPROVED TRAINING ORGANIZATIONS

<https://www.apmp.org/page/AccreditationATOs>

Takeaways



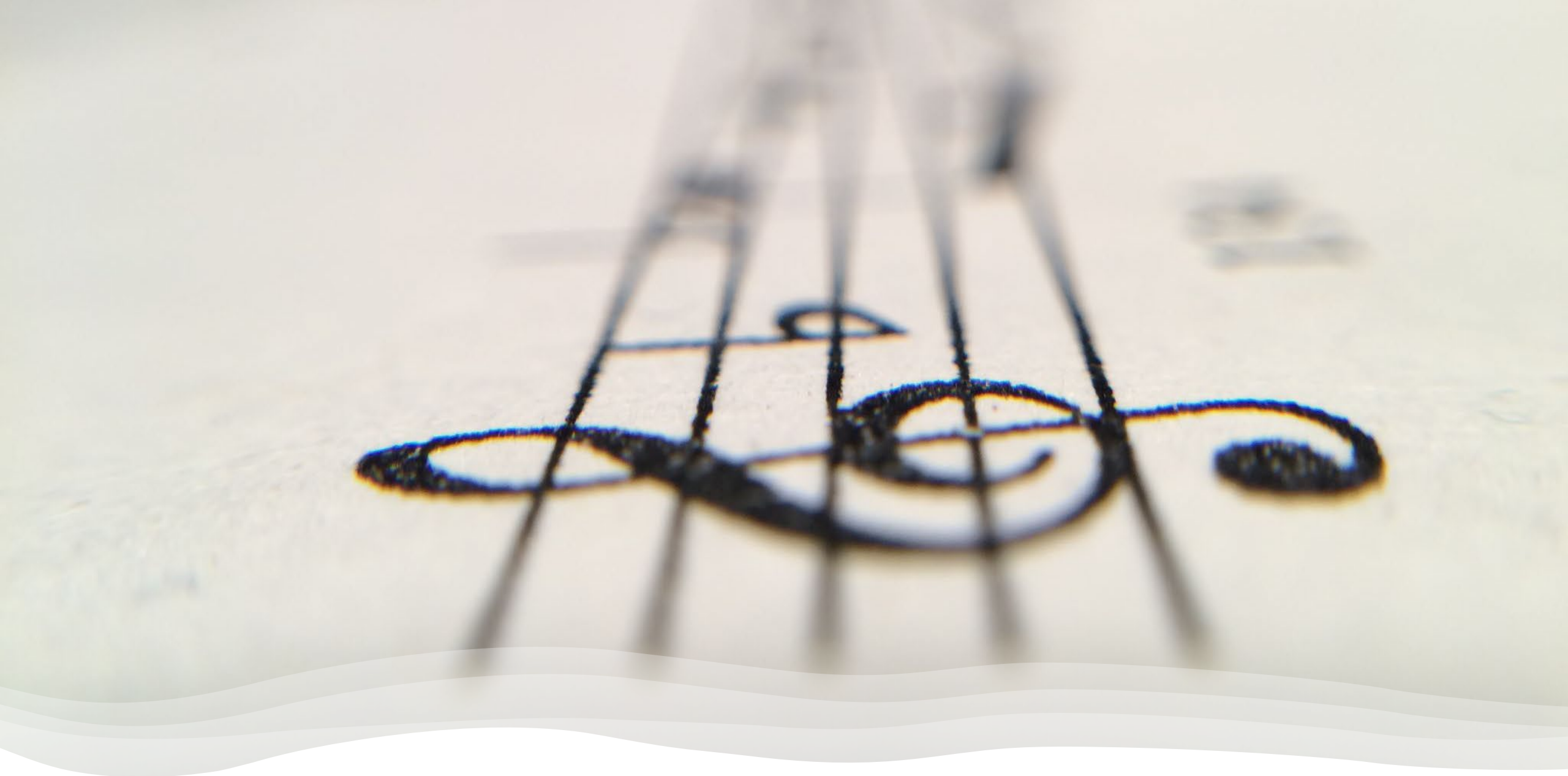
[https://www.apmp.org/resource/resmgr/certification/APMP Opportunity & Capture P.pdf](https://www.apmp.org/resource/resmgr/certification/APMP_Opportunity_&_Capture_P.pdf)



Appendix B - APMP Industry Glossary of Terms (Version 6)

This glossary has been compiled by interviewing more than 50 industry experts from around the globe, polling more than 750 APMP members, and gathering contributions from the writers, reviewers, and editors of the new APMP Body of Knowledge. This glossary includes more than 200 terms that cover a wide spectrum of business development activities with an emphasis on opportunity and proposal development.

Term	Equivalent or Corresponding Terms	Definition and Additional Information
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Leading Others

Leading Others

1

Identify and understand issues and opportunities and the resulting decisions and have the ability to effectively delegate the implementation of the required activities and responsibilities

2

Implement decisions/initiate action within a reasonable time

3

Include others in the decision making process, make the most appropriate decisions, and ensure buy in and understanding of those decisions.

Leading Others

4

Allocate decision making authority and/or task responsibility appropriately to maximize organization and individual effectiveness.

5

Read and use verbal and non-verbal cues to build rapport, correctly interpret messages and give the appropriate response

6

Ensure understanding and respect for cultural beliefs, language and values of others; avoids ethnocentrism and displays behaviors commensurate with that understanding

Leading Others

7

Compellingly articulate concepts/ideas, complex situations/problems clearly, simply and in a manner that gains support/buy-in

8

Objectively and continuously assess that team members' have the right competencies

9

Form and lead complex teams (multi-cultural, multi-national, multi-time zone) across the organization and externally



Leading Others

10

Use an in-depth understanding of group interactions to achieve the desired outcome.

11

Demonstrate expertise at conflict resolution, using a wide range of formal and informal techniques

12

Adapt to rapid/last minute changes in circumstances

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APMP Body of Knowledge

<https://www.apmp.org/page/BOK>

BOK Topics

[Communicating with Others](#)

[Opportunity capture team selections and management](#)



Communicating with Others - Best Practices

1

1. Understand the principles of communication.

2

2. Understand the components of communication.

3

3. Use communication as a leadership tool.

4

4. Delegate tasks but remain accountable for the work.

5

5. Encourage teamwork and the pursuit of a common goal.

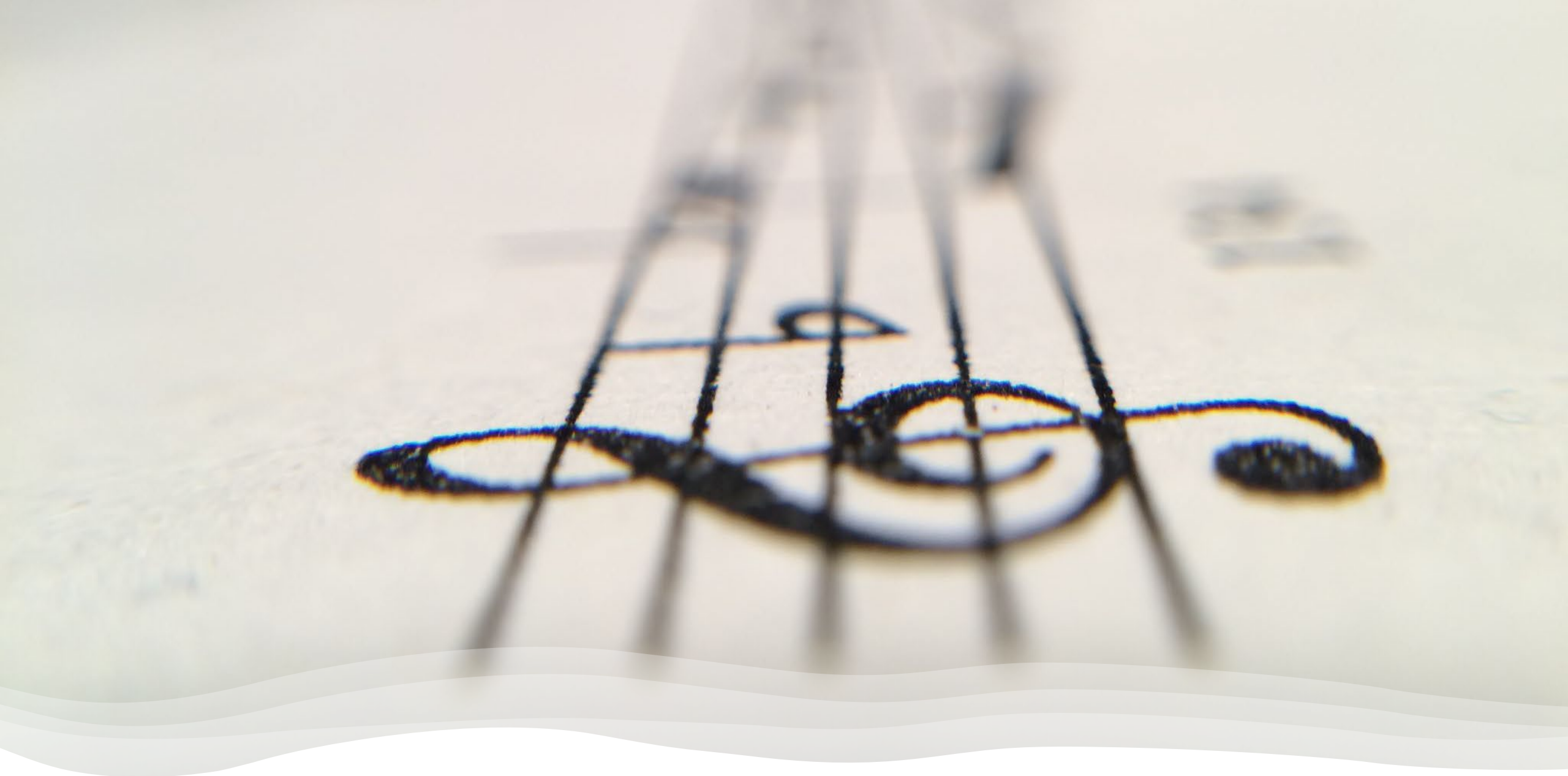
6

6. Anticipate and manage conflict.

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APMP Body of Knowledge

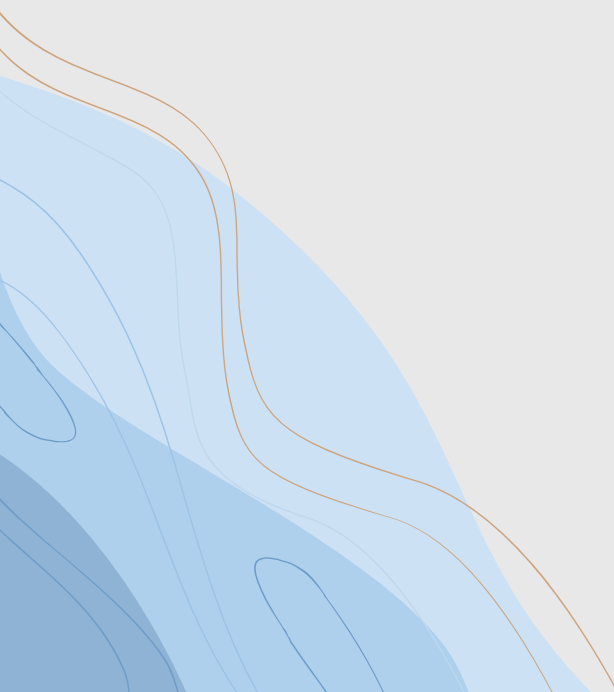
<https://www.apmp.org/page/BOK>





APMP California Capture Adventure

What can you take away?

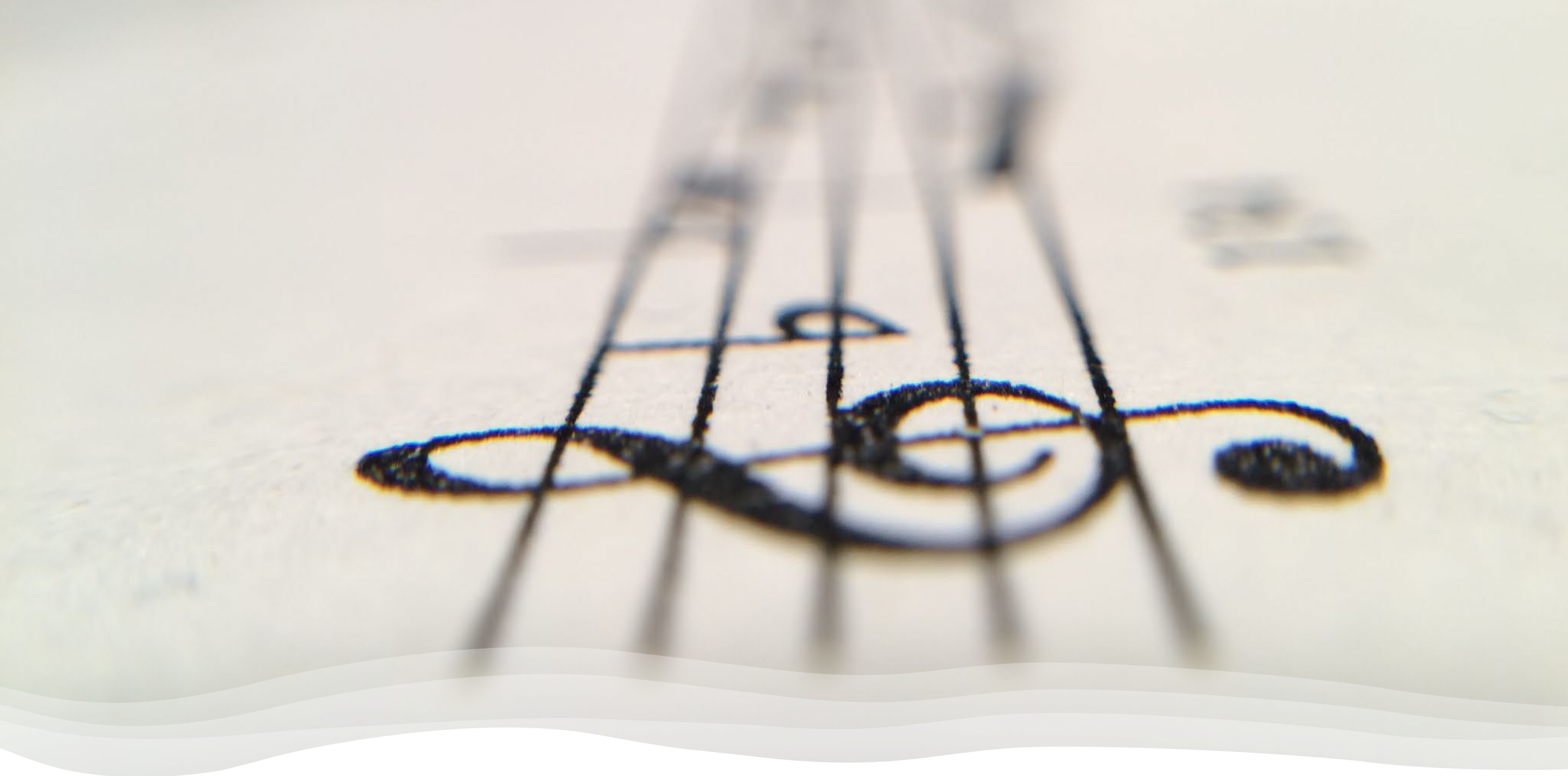




APMP California Capture Adventure
Is there a time you remember someone
leading a great meeting?



Can you capture every
moment?



Virtual Events Calendar

APMP Community Calendar

https://www.apmp.org/events/event_list.asp

APMP Webinars & Recordings

<https://www.apmp.org/page/APMPOnDemandStore>



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