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Module: Global Financial Planning Principles, Process and Skills

Chapter 1: The Financial Planning Process and Practice Standards

Learning Objectives

- 1.1 Apply the financial planning process to meet client objectives.
- 1-2 Apply the Financial Planning Practice Standards
- 1-3 Develop a suitable financial planning goal
- 1-4 Identify characteristics of sound professional judgement
- 1-5 Apply rules of conduct for a CFP professional

Knowledge Items

Financial Planning Process
The Process
Financial Planning Practice Standards
Establish and Define the Relationship with the Client
Collect the Client's Information
Analyze and Assess the Client's Financial Status
Develop the Financial Planning Recommendations
Review the Client's Situation
Goals
Professional Judgment
Rules of Conduct

Chapter 2: Professional Skills

Learning Objectives

- 2-1 Describe components of professional responsibility
- 2-2 Identify skills that support professional practice
- 2-3 Demonstrate the ability to gather and use information required to make relevant client recommendations

Knowledge Items

2.1 Professional Responsibility
2.1.1 Behave Like a Fiduciary
2.1.2 Act in Accordance with Professional Expectations
2.1.3 Provide Full and Appropriate Disclosure
2.1.4 Act with Transparency
2.1.5 Manage Conflicts of Interest
2.1.6 Secure Fully Informed Client Consent
2.1.7 Communicate the Compensation/Remuneration Model
2.2 Practice

2.3 Information Required to make Recommendations

2.3.1 Cash Flow Management and the Use of Debt

2.3.2 Management of Personal Risks and Insurance

2.3.3 Retirement Advice Issues

2.3.4 Investment Strategies and Products

2.3.5 Tax and Estate Distribution

Chapter 3: Client Characteristics

Learning Objectives

3-1 Apply Knowledge Items of personality and behavior when working with clients

3-2 Analyze the impact of a life event on a client's financial plan

3-3 Describe factors related to working with senior adults

3-4 Apply financial planning professional skills to working with special needs situations

3-5 Describe how to effectively work with a challenging client

Knowledge Items

3.1 Working with Individual Personality and Behavior

3.2 Life Events

3.3 Working with Seniors

3.4 Working with Special Needs Situations

3.5 Journey toward Partnership

Chapter 4: Client Engagement and Communication

Learning Objectives

4-1 Apply effective communication skills in a client engagement situation

4-2 Employ effective discovery skills in a client engagement situation

4-2-1 Demonstrate proficient listening skills in a client engagement situation

Knowledge Items

4.1 Communication Skills

4.1.1 Addressing Communication Concerns

4.2 Discovery Process

4.2.1 Listening

4.2.2 Appreciative Inquiry

Chapter 5: Critical Thinking

Learning Objectives

5-1 Demonstrate the ability to employ critical thinking to make appropriate decisions

Knowledge Items

5.1 Critical Thinking in the Financial Planning Process

5.2 What is Critical Thinking?

Module: Global Integrated Financial Planning

Chapter 1: Introduction to the Discovery Process

Learning Objectives

1-1 Describe elements of an effective discovery process

1-2 Demonstrate appropriate emotional intelligence

1-3 Apply the four “As” in setting the financial planning process structure

Knowledge Items

- 1.1 Discovery Overview
- 1.2 Emotional Intelligence
- 1.3 Setting the Structure
 - 1.1.1 Apply the Financial Planning Discovery Process

Learning Objectives

- 2-1 Compare appreciative inquiry to problem solving
- 2-2 Apply appreciative inquiry to the financial planning process

Knowledge Items

- 2.1 Appreciative inquiry Compared with Problem Solving
 - 2.1.1 Real Concerns
- 2.2 AI in Financial Planning

Chapter 3: Discovery Process Applied

Learning Objectives

- 3-1 Describe effective communication skills
- 3-2 Illustrate effective skills to deal with difficult conversations
- 3-3 Apply effective storytelling in a financial planning engagement
- 3-4 Demonstrate components of effective discovery meetings

Knowledge Items

- 3.1 Client Communication
 - 3.1.1 Building Effective Communication Skills
 - 3.1.2 Difficult Conversations
 - 3.1.3 Telling your Story
- 3.2 Effective Discovery Meetings

Chapter 4: Goal Determination, Refinement and Setting

Learning Objectives

- 4-1 Demonstrate how to move from a dream to a SMART goal
- 4-2 Apply mind mapping to the financial planning process

Knowledge Items

- 4.1 Dream Decisions
- 4.2 Goal Determination and Refinement
 - 4.2.1 SMART Goal Application
 - 4.2.2 Mind Mapping
 - 4.2.2.1 Financial Prioritization

Chapter 5: Develop Financial Planning Recommendations

Learning Objectives

- 5-1 Apply applicable Practice Standards when developing financial planning recommendations
- 5-2 Construct financial planning recommendations

5-3 Evaluate financial planning recommendations to determine the degree to which they support a client's life goals

5-4 Prepare financial planning recommendations for presentation to the client

Knowledge Items

5.1 Applicable Practice Standards

5.2 Analyze Information

5.2.1 Review Prospective Planning Strategies

5.3 Develop Client-Based Recommendations

Chapter 6: Presenting Recommendations to Clients

Learning Objectives

6-1 Apply desirable communication skills to more effectively engage clients

6-2 Modify recommendations to comply with client requests

6-3 Construct a plan of action

6-4 Present finalized plan of action to gain client agreement to implement financial planning recommendations

Knowledge Items

6.1 Communication Plan

6.1.1 SPIN Process

6.2 Making Adjustments Without Losing Focus

6.3 How and When to Disagree

6.4 Construct a Plan of Action

6.5 Implement Financial Planning Recommendations