



## **IIBA ECBA® Exam Prep: Entry Business Analysis Course**

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### **Course Overview**

The ECBA Course – Entry Certificate in Business Analysis ECBA™ is a comprehensive ECBA certification course designed to build strong foundational capabilities in business analysis while preparing participants for the ECBA certification exam. This ECBA training program is structured to develop essential knowledge, skills, and professional behaviors expected from entry-level business analysis professionals.

The course introduces participants to core business analysis knowledge areas, emphasizing analytical thinking, structured problem-solving, and value-driven decision-making. Learners will explore business analysis foundational competencies, professional ethics, and the mindset required to operate effectively within modern organizations. Through a progressive learning structure, participants gain clarity on how business analysts contribute to organizational success by identifying needs, engaging stakeholders, managing requirements, and supporting solution design.

Designed as both an ECBA exam preparation course and a practical ECBA business analysis course, the program helps participants clearly understand ECBA certification requirements and adopt proven strategies on how to pass the ECBA exam. Whether delivered as classroom-based or ECBA certification training online, the course supports beginners by bridging theory and real-world application, enabling participants to build confidence, competence, and exam readiness simultaneously.

### **Target Audience**

- Aspiring Business Analysts
- Junior / Entry-Level Business Analysts
- Project Coordinators and Project Officers
- Product Owners entry level
- Systems and Process Analysts
- Operations and Business Support Professionals
- Fresh graduates pursuing ECBA certification
- Professionals transitioning into business analysis roles

## Targeted Organizational Departments

- Business Analysis and Business Improvement Units
- Project Management Office PMO
- Digital Transformation and IT Departments
- Operations and Process Improvement Teams
- Strategy and Planning Departments
- Product Development and Innovation Units
- Quality, Governance, and Change Management Teams

## Targeted Industries

- Banking and Financial Services
- Government and Public Sector
- Information Technology and Software Services
- Telecommunications
- Healthcare and Life Sciences
- Energy and Utilities
- Consulting and Professional Services

## Course Offerings

By the end of this ECBA certification course, participants will be able to:

- Explain essential business analysis key concepts and terminology
- Apply business analysis foundational competencies at an entry-professional level
- Demonstrate correct use of business analysis techniques for ECBA
- Plan and structure business analysis activities using formal approaches
- Apply effective stakeholder engagement competencies
- Manage requirements across their life cycle at a foundational level
- Analyze requirements, design options, and potential business value
- Apply professional judgment aligned with business analysis mindset and ethics
- Understand ECBA certification requirements and exam expectations
- Confidently apply structured strategies on how to pass ECBA exam questions

## Training Methodology

This ECBA training program follows a competency-based, learner-centered methodology designed to support both professional capability building and certification success. The training blends instructor-led explanations with interactive discussions, practical scenarios, and structured group activities that reflect real organizational environments.

Participants engage in guided case discussions, stakeholder interaction simulations, and requirements analysis exercises that reinforce understanding of business analysis knowledge areas. Group work and facilitated discussions help learners recognize how foundational competencies translate into real decision-making contexts. Regular knowledge checks, scenario-based questions, and reflection sessions are integrated to strengthen retention and exam readiness.

Feedback sessions are embedded throughout the course to clarify misconceptions, reinforce professional thinking, and support confidence building. The methodology ensures learners develop not only exam-focused knowledge but also observable business analysis professional competencies applicable in the workplace.

## Course Toolbox

- Business analysis competency self-assessment checklists
- Structured concept summaries and visual learning aids
- Stakeholder analysis examples and communication templates
- Requirements documentation examples use cases, user stories, requirement statements
- Elicitation planning and execution examples
- Requirements quality and validation checklists
- Practice questions aligned with ECBA exam style
- Exam preparation roadmap and study guidance

## Course Agenda

### Day 1: Foundations of Business Analysis & ECBA Orientation

- **Topic 1:** Introduction to the ECBA certification course and exam structure
- **Topic 2:** The role of the business analysis professional
- **Topic 3:** Business analysis key concepts and terminology
- **Topic 4:** Business analysis mindset and professional ethics
- **Topic 5:** Overview of business analysis knowledge areas
- **Topic 6:** Understanding ECBA competency levels and expectations
- **Reflection & Review:** Connecting foundational concepts to exam domains



## Day 2: Business Analysis Knowledge & Core Competencies

- **Topic 1:** Analytical thinking and structured problem-solving
- **Topic 2:** Behavioral characteristics of effective business analysts
- **Topic 3:** Business and organizational knowledge fundamentals
- **Topic 4:** Communication and interaction skills
- **Topic 5:** Awareness of tools and technology in business analysis
- **Topic 6:** Overview of business analysis techniques for ECBA
- **Reflection & Review:** Applying competencies to scenario-based questions

## Day 3: Business Analysis Planning & Stakeholder Engagement

- **Topic 1:** Planning the business analysis approach
- **Topic 2:** Assessing formality, complexity, and risk
- **Topic 3:** Stakeholder identification and engagement planning
- **Topic 4:** Governance, decision-making, and approvals
- **Topic 5:** Information management and traceability concepts
- **Topic 6:** Measuring and improving business analysis performance
- **Reflection & Review:** Practice questions and group discussion

## Day 4: Elicitation, Collaboration & Requirements Management

- **Topic 1:** Preparing for elicitation activities
- **Topic 2:** Conducting elicitation effectively
- **Topic 3:** Confirming and communicating elicitation results
- **Topic 4:** Managing stakeholder collaboration
- **Topic 5:** Requirements tracing and maintenance
- **Topic 6:** Prioritization and change assessment
- **Reflection & Review:** Applying elicitation logic to exam scenarios



## **Day 5: Requirements Analysis, Design & Exam Readiness**

- **Topic 1:** Specifying and modeling requirements
- **Topic 2:** Verifying and validating requirements
- **Topic 3:** Requirements architecture and structure
- **Topic 4:** Defining and evaluating design options
- **Topic 5:** Analyzing value and recommending solutions
- **Topic 6:** ECBA exam strategy and final preparation
- **Reflection & Review:** Full exam readiness review and feedback

## **FAQ**

### **What specific qualifications or prerequisites are needed for participants before enrolling in the course?**

No prior business analysis experience is required. This ECBA certification for beginners is suitable for participants with general business exposure who wish to enter the business analysis profession.

### **How long is each day's session, and is there a total number of hours required for the entire course?**

Each day's session typically lasts 4–5 hours, including breaks and interactive activities. The total course duration is approximately 20–25 hours over five days.

### **Why does the course focus on understanding rather than tools?**

The ECBA level emphasizes foundational knowledge, professional thinking, and correct application of concepts. Tools are introduced conceptually to support understanding rather than hands-on execution.



## How This Course Is Different from Other ECBA Courses

This ECBA business analysis course is designed around competency development rather than memorization. Unlike many ECBA programs that focus only on exam tips, this course integrates exam readiness with practical business analysis thinking. Participants learn *why* specific actions are appropriate in given situations, not just *what* the correct answer is.

The course emphasizes business analysis mindset and ethics, stakeholder engagement, and value-focused reasoning—areas often overlooked in entry-level certification programs. Daily reflection and scenario-based learning ensure participants internalize concepts and can apply them confidently in both exams and workplace situations.

By combining structured learning, interactive practice, and exam-focused guidance, this ECBA certification training program supports long-term professional growth while maximizing the likelihood of certification success.

# Training Course Categories



**Agile PM and Project Management Training Courses**



**Certified Courses By International Bodies**



Communication & Public Relations Training Courses

**Communication and Public Relations Training Courses**



**Data Analytics Training and Data Science Courses**



**Environment & Sustainability Training Courses**



**Finance and Accounting Training Courses**



**Governance, Risk and Compliance Training Courses**



HR TRAINING & DEVELOPMENT

**Human Resources Training and Development Courses**



**IT Security Training & IT Training Courses**



**Leadership and Management Training Courses**



**Legal Training, Procurement and Contracting Courses**



**Maintenance Training and Engineering Training Courses**



# Training Course Categories



**Marketing, Customer Relations, and Sales Courses**



**Occupational Health, Safety and Security Training Courses**



**Personal & Self-Development Training Courses**



**Quality and Operations Management Training Courses**



**Secretarial and Administration Training Courses**



# Training Cities



**Abu Dhabi - UAE**



**Accra - Ghana**



**Al Jubail - Saudi Arabia**



**Amman - Jordan**



**Amsterdam - Netherlands**



**Athens - Greece**



**Baku - Azerbaijan**



**Bali - Indonesia**



**Bangkok - Thailand**



**Barcelona - Spain**



**Berlin - Germany**



**Cairo - Egypt**



**Cape town - South Africa**



**Casablanca - Morocco**



**Chicago - USA**



**Doha - Qatar**



# Training Cities



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**Manama - Bahrain**



**Marbella - Spain**



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# Training Cities



**Munich - Germany**



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**Nairobi - Kenya**



**New York - USA**



**Nice - France**



**Paris - France**



**Phuket - Thailand**



**Porto - Portugal**



**Prague - Czech Republic**



**Riyadh - Saudi Arabia**



**Rome - Italy**



**San Diego - USA**



**Seoul - South Korea**



**Sharm El-Sheikh - Egypt**



**Singapore - Singapore**



**Tashkent - Uzbekistan**



## Training Cities



**Tbilisi - Georgia**



**Tokyo - Japan**



**Toronto - Canada**



**Trabzon - Turkey**



**Vienna - Austria**



**Zanzibar - Tanzania**



**Zoom - Online  
Training**

# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



**AGILE LEADERS**  
Training Center

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