

Program Overview

Certified Learning and Development Manager

TRAINING

KNOWLEDGE



SKILLS



LEARN

handover

Efficiency ... from Hire to Retire

Handover Consulting ...

“Handover Consulting was initiated to partner with companies across the Middle East and provide them with unique and competitive consulting solutions to address their Recruitment and Human Resources challenges. Our team of specialists has been engaged with a number of multinational, regional , and local establishments and accordingly bring along solid operational and consulting capabilities in their areas of expertise.

Our vision for Handover Consulting is to become one of the leading and trusted consulting partners in Recruitment and Human Resources serving small, medium, and enterprise firms across the Middle East.

We would be honored to have the opportunity to be part of your successful future and for you to be part of our successful stories. We would love to provide you with more details on our services.

Please do not hesitate to contact us for further details or enquiries.”

Ali S. AlJa'bari
Founder and CEO



Program Highlights ...

- **Program Overview:** The Certified Learning and Development Manager (CLDM) program aims at educating and coaching (with practical examples) participants about different aspects related to Learning and Development Management. At the end of the program you will be able to more effectively assess Learning and Development needs in your organization and accordingly develop a solid Learning and Development strategy.
- **Simple Certification Process:** The program comprises of 2 days of training workshop on the different types and aspects related to Learning and Development Management. Afterwards, participants are requested to apply the learned concepts and approaches into a practical project which upon successful evaluation would qualify them with the internationally recognized title Certified Learning and Development Manager (CLDM).
- **Delivered by HR SME Consultants:** The program is delivered by extensively experienced HR Consultants of **Middle Earth HR**, one of the largest specialist training, education and knowledge support companies for HR professionals worldwide and is considered to be the world's 7th largest HR Training firm.
- **International Accreditation:** The Certified Learning and Development Manager (CLDM) certificate is internationally accredited by **Carlton Advanced Management Institute (CAMI)**, a global research body operating in the United States with the objective of conducting researches and development of special subjects in Human Resources.



Advantages of the program ...

- **Comprehensive Course Material:** During the program you will be provided with a comprehensive information packed courseware which will be easy to re-use, reference, and share at the workplace or at home.
- **Networking Opportunity:** The program will be attended by many senior and junior HR professionals from various locations and industries. During the program, you will have the opportunity to network with these HR professionals and understand the types of Learning and Development Management issues and practices used in their environment.
- **Consulting Opportunity:** As the program will be delivered by extensively experienced HR Consultants, you will have the opportunity to discuss, consult, and relate to Learning and Development Management issues at your work place and understand how such issues would be resolved.
- **Learning Best Practice Approaches:** Throughout the program, you will have the opportunity to learn various concepts related to Learning and Development Management as well as best practice approaches on how to build effective Learning and Development strategies.
- **Professional Branding:** After successfully completing the program, you will have the opportunity to brand yourself with the title Certified Learning and Development Manager (CLDM).



A simple and practical certification program ...

- The program is designed in a simple approach which ensures educating participants with the subject's concepts and best practices and testing their understanding through their successful completion of a practical project.

Training Workshop

- 16 hours of training workshop (2 full training days).
- The Course Outline, highlighted in the next slide, will be delivered in the workshop
- Practical examples will be provided throughout the workshop.
- Team activities will be assigned.
- Best practice concepts and approaches related to Learning and Development will be provided.

Guided Project

- 2 to 3 project options will be provided at the end of the training workshop through which participants will reflect their understanding and ability to apply the concepts of the learned material.
- Participants need to submit the project within 60 days.
- Participants will be provided with sample projects for reference.



Certified Learning and Development Manager (CLDM)



Course Outline to be delivered in the Training Workshop ...

- Below is the outline of the course that will be delivered during the Training Workshop:

Module 1 : Competency Basics and Mapping	Module 2: Competency Assessment	Module 3: Training Design
<ul style="list-style-type: none">What is CompetencyCompetency Iceberg ModelWhy CompetenciesClassification of CompetenciesCompetency MeasurementCreating a Competency Maps	<ul style="list-style-type: none">Competency Assessment BasicsGilbert's Model for Individual DiagnosisTraining Needs AnalysisAssessment CenterTypes of Assessment Center TechniquesSteps in Running an Assessment Center	<ul style="list-style-type: none">Training Design StepsSetting Learning GoalsAssess ModesDesigning Training
Module 4: Developmental Evaluation and ROI	Module 5: Management Buy-In	
<ul style="list-style-type: none">Training Evaluation and Follow-UpFour Levels of Kirkpatrick Training Evaluation ProcessCalculation of Return on InvestmentAssessing Organizational Impact	<ul style="list-style-type: none">Perceptual ladderBuy-In Model	



What Participants said about the CLDM program ...



"Very useful program. I learned new topics (Competency Mapping and ROI)."

Safa'a Qawabaa
Sr. Unit Head (Training and Development), Al Rajhi Bank



"The program was very rich with new information. The trainer was very knowledgeable and the preparations were excellent."

Mohammad Okour
Sr. Training Officer, The Arab Insurance Institute



"A very informative training. Interactive, informative, and covered the knowledge needed for L&D professionals."

Reem Al Tawarah
L&D Assistant Manager, Samsung Electronics



"The program was informative and enriched with practical examples and hands-on activities."

Zeina Fayoumi
Head of Organization Development, Al Hamraa Girls School



"The program was very interesting, interactive, and useful. It will have a great reflection on improving my work."

Mohammad Jameel
Training and Development Manager, Arab Potash



"It was a really fantastic program. All my expectations were met at the end of the program."

Vimal Nath
Technical Training Manager, Nokia



"A good program with lot of focus and exposure to practices. It was well trained and properly facilitated."

Rahul Pal
VP Learning and Development, JP Morgan



"I was very happy with the program and the delivered topics."

Alicia Pascua
Assistant Learning and Development Manager, Jumeirah Group



We offer flexible program delivery options ...

- We have designed two key delivery options for the program in order to be convenient to individuals as well as corporates.

Program Delivery Option	Schedule	Location/Venue	Pricing
<ul style="list-style-type: none"> ▪ Company Specific Program: in this option a company would be interested to have the program delivered specifically for their HR employees. A minimum of 5 attendees is a must. 	<ul style="list-style-type: none"> ▪ The program can be scheduled as desired by the company and the duration can be extended as seemed suitable by the company. 	<ul style="list-style-type: none"> ▪ The company will have the option to decide the location and venue in which the program will take place. 	<ul style="list-style-type: none"> ▪ The pricing of the program will depend on the number of participants, and location and shall be negotiable.
<ul style="list-style-type: none"> ▪ Public Program: In this option the program is scheduled at a specific location and venue and any HR professionals will have the opportunity to register and attend the program. 	<ul style="list-style-type: none"> ▪ The program will be delivered in 2 days as per the announced schedule. 	<ul style="list-style-type: none"> ▪ The program will typically be hosted in a hotel as per the announced location and venue. 	<ul style="list-style-type: none"> ▪ The price of the program will be inclusive of the training workshop, lunch during training days, and certification and shall be priced as announced.





Contact us now

We would love to provide you with more details on our services. Please do not hesitate to contact us for further details or enquiries.

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