

Program Overview

Certified Learning and Development Manager

Delivered Online

handover

Efficiency ... from Hire to Retire



Handover Consulting is a dedicated partner for businesses across the Middle East, offering Consulting, Recruitment, and Training solutions. Our team of seasoned professionals leverages deep industry knowledge and practical experience to address your evolving business needs.

We are committed to delivering exceptional service and building strong, enduring partnerships with our clients. Our goal is to be your trusted advisor, helping you navigate complex challenges and achieve lasting success.

Whether you are a small business or a large corporation, we have the expertise to tailor our services to your specific requirements.

To learn more about how Handover Consulting can elevate your organization, please contact us today.



Ali 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 address Learning and Development needs in your organization and accordingly develop a solid Learning and Development strategy.
- **Simple Certification Process:** The program comprises of 4 online training sessions on the different types and aspects related to Learning and Development Management. Afterwards, participants are requested to apply the learned concepts and approaches into practical projects 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 professionals from various locations and industries. During the program, you will have the opportunity to network with these professionals and understand the types of Learning and Development issues and practices used in their environment.
- **Consulting Opportunity:** As the program will be delivered by extensively experienced Consultants, you will have the opportunity to discuss, consult, and relate to Learning and Development issues at your workplace 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 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).



Who should attend the program ...

The **Certified Learning and Development Manager** program is intended for a wide range of professionals including:

- **Professionals Driving Learning and Development Initiatives**

Individuals from diverse fields such as Human Resources, Talent Management, Organizational Development, and Operations who are responsible for enhancing learning within their teams or departments will acquire the frameworks and tools necessary to design and implement effective learning strategies.

- **Top/Middle/Lower Management Professionals**

Executives and operational managers, regardless of their area of expertise, will gain critical skills to support and sustain a learning culture. By completing the Certified Learning and Development Manager program, they will learn how to integrate learning and development best practices into their roles to drive organizational growth and employee performance.

- **Learning and Development Experts and Consultants**

Professionals such as Learning and Development Managers, Training Consultants, and Talent Development Specialists will deepen their expertise in managing learning programs effectively. This program equips them with advanced methodologies and best practices for needs assessment, curriculum design, talent development, and measuring learning impact within organizations.



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 practical assignments.

Program Delivery Plan							
	Live Workshop Sessions	Optional Clarification Sessions	Weekly Assigned Projects (4 Total Projects)				
Week 1			•				→
Week 2			•				→
Week 3			•				→
Week 4			•				→

- Each program is comprised of 4 Live Workshop Sessions and each session is 4 hours.
- The schedule of the Live Workshop Sessions will be announced on our website.





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: L&D Strategies and Initiating L&D	Module 2: Competency Framework and Maps	Module 3: Assessing Competencies	Module 4: Budgeting and Training Calendar	Module 5: Program Evaluation
<ul style="list-style-type: none"> ▪ Elements of L&D Strategy <ul style="list-style-type: none"> – What is L&D Strategy – Purpose of L&D Strategy – Aligning L&D Strategy with Business Strategy ▪ Developing and L&D Strategy <ul style="list-style-type: none"> – What is L&D Strategy Development – L&D Strategy Development Template ▪ Monitoring and Reviewing an L&D Strategy 	<ul style="list-style-type: none"> ▪ Competency Elements <ul style="list-style-type: none"> – What is Competency – Why Company uses Competencies – Comprehend the Competency Iceberg Model ▪ Competency Frameworks <ul style="list-style-type: none"> – Embedded Competency Framework – Competency Measurement ▪ Identifying Key Competencies <ul style="list-style-type: none"> – Create Competency Maps – Comprehend the Quan Competence Framework ▪ Writing BARS Charts <ul style="list-style-type: none"> – Competency Measures - BARS – Sample BARS indicators 	<ul style="list-style-type: none"> ▪ Assessing Competencies Using 360 Feedback <ul style="list-style-type: none"> – Competency Gap Assessment – Using 360 Feedback technique ▪ Assessing Competencies Using Assessment Centers <ul style="list-style-type: none"> – What are Assessment Centers – Types of Assessment Center – Steps in Creating an Assessment Center and Assessment Matrix 	<ul style="list-style-type: none"> ▪ Building and Managing Training Budget <ul style="list-style-type: none"> – What is a Training Budget – Training Cost Categories – Drafting a Training Budget Plan ▪ Building and Maintaining Training Calendar <ul style="list-style-type: none"> – What is a Training calendar – Components of Training Calendar – Steps to Creating a Training Calendar 	<ul style="list-style-type: none"> ▪ Four Levels of Kirkpatrick Training <ul style="list-style-type: none"> – Levels of Kirkpatrick ▪ Assessing Organizational Impact Using HCRI <ul style="list-style-type: none"> – Assessing Organization Impact ▪ Correlation Studies to Validate Training <ul style="list-style-type: none"> – What is Correlation – Table of Correlation Coefficient – Spearman Rank Correlations – Understanding Correlation and its Analyses – Understanding Positive and Negative Correlation ▪ ROI Analysis

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



Detailed Schedule of the program ...

Program Schedule

The program will be conducted **Online** over 4 online sessions.

Please check our website for the specific dates as announced <http://handover.consulting>

Program Fees

The fee for the program is published on our website. <http://handover.consulting>

Registration and Deadline

Please complete this [Registration Form](#) and send it to us before the announced registration deadline to confirm your registration in the program.



Program seats are limited. Book your seat now !!

Consider an in-house delivery of the program just for your company ...

- We have noticed an increase in demand from our clients to organize In-house training programs due to a number of distinctive advantages which include:
 - ✓ **Cost Saving:** the cost per delegate is typically less when compared to sending the same number to public training courses.
 - ✓ **Team Building:** a room full of delegates from different departments can encourage greater team work, awareness and understanding of each other's role.
 - ✓ **Industry Focus:** having this program delivered in-house for one company, provides the Trainer with more focus to concentrate on the company's specific industry and the best practices of the topic.
 - ✓ **Customized Training:** getting a group together allows all of the training and learning to be focused on the company and can discuss real, specific, and current examples.
 - ✓ **Convenient Schedule:** you will have the convenience to decide the schedule and timing of the in-house program that ensures the availability of all of your employees and aligned with your working hours.
- **Contact us now on enquire@handover.consulting to provide you with more details and a customized offer for your company.**



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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<http://handover.consulting>