

Program Overview

Certified Performance and Competency Developer



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 have 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 Performance and Competency Developer (CPCD) program aims at educating and coaching (with practical examples) participants about different aspects related to Performance and Competency Management including Competency Frameworks, Competency Mapping, Balanced Scorecard Approach, and Performance Management Systems. At the end of the program you will be able to build effective Competency Framework and Performance Management System for your own organization.
- **Simple Certification Process:** The program comprises of 2 days of training workshop on the different types and aspects related to Performance and Competency 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 Performance and Competency Developer (CPCD).
- **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 Performance and Competency Developer (CPCD) 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 Performance and Competency 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 Performance and Competency 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 Performance and Competency Management as well as best practice approaches on how to build effective Competency Frameworks and Performance Management Systems.
- **Professional Branding:** After successfully completing the program, you will have the opportunity to brand yourself with the title Certified Performance and Competency Developer (CPCD).



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 Performance and Competency 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 Performance
and Competency
Developer (CPCD)**



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, Performance and PCMS	Module 2: The Balanced Scorecard	Module 3: Competency Frameworks and Maps
<ul style="list-style-type: none"> What is Competency Competency Iceberg Model Classification of Competencies Measurement of Competency Performance Aspects Types of Performance Measurement PCMS Model 	<ul style="list-style-type: none"> Performance planning The Balanced Scorecard Cascading process The Balanced Scorecard Measures 	<ul style="list-style-type: none"> Competency Maps and Framework Uses of Competency Framework Creating a Competency Map Threshold Trait Analysis Using BARS for Competency Maps Implementing the Mapping Process
Module 4: Performance Review Systems	Module 5: Assessment Centers	Module 6: Performance Analysis and Improvement
<ul style="list-style-type: none"> Model for Performance Review Perspective Involved in Performance Reviews Performance Rating Methods Common Problems with Rating Legal Aspects of Performance Appraisals 	<ul style="list-style-type: none"> What are Assessment Centers Historical Perspective on Assessment Center Steps Followed in an Assessment Center Techniques Used in Assessment Centers Designing an Assessment Center Assessment Matrix 	<ul style="list-style-type: none"> From Training to Performance Root/Major Cause Analysis Identifying Casual Factors – Setting Learning Goals and Objectives Selecting Best Training Method Developing a Good Design Building Appropriate Evaluation Methodology



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

enquire@handover.consulting

<http://handover.consulting>

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