Organized by Connected Performance Training Institute

In partnership with THE KPI INSTITUTE

Accredited cpd Course
THE CPD STANDARDS OFFICE
CPD PROVIDER: 22103
2022-2024
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CERTIFIED OKR PROFESSIONAL

Getting **Objectives and Key Results** right by using a rigorous OKRs implementation and value generation framework

KINGDOM OF SAUDI ARABIA



2023 EDITIONS:

- 5 - 7 MARCH (ARABIC)
- 20 - 22 AUGUST (ARABIC)
- 3 - 5 SEPTEMBER

The KPI Institute is an Accredited Provider of the CPD Standards Office, a Continuing Professional Development global assessor.

Key business benefits:

- Improve the strategy execution of your company by identifing the main short term objectives and key drivers of success.
- Obtain better business results by focusing on key streched objectives for each quarter.
- Increase employee accountability by enabling them to practice OKRs alignment and by fostering flexibility.

The team at The KPI Institute:

- Documented 21,000+ KPIs from 16 functional areas and 25 industries.
- Reviewed 1,000+ performance reports from 125 countries.
- Referenced 30,000+ resources as part of the documentation process.

Course overview



The three-day course trains participants in how to set and work with OKRs and offers them the opportunity to get certified on the ability to deploy and use OKRs in accordance with The KPI Institute's standards, developed through extensive research and practical knowledge in the field of Performance Management and Objective Setting.

Participants' profile

Professionals interested in measuring performance

Professionals from different fields, such as finance, human resources, production, logistics, information technology and others, interested in objectives and key results, will acquire the competencies needed to measure the performance of their team, department or organization.

Top/middle/lower management professionals

Executives or operational managers, regardless of their field of expertise, will gain the ability and knowledge to measure performance and maximize the value of using OKRs. The tools and resources offered as part of the Certified OKR Professional Training Course enable managers to apply the concepts learned within their organizations, immediately after the course.

Performance measurement experts

For professionals like Data Analyst, Strategy Manager, Performance Management Officer or Performance Architect, it is important to develop competencies in measuring performance, especially in terms of OKR selection and data gathering. Usually, this particular audience already has a performance measurement system set in place and the Course offers them the opportunity to learn the best practices used in this field and identify how their current processes and approaches regarding OKRs can be improved.

Benefits

- Support fast decision making by fostering constant feedback and communication;
- Access an innovative learning experience based on a 3 stage educational process;
- Obtain premium recognition as a Certified OKR Professional by completing a unique international learning program;
- Expand your business network by becoming a member of the international Certified OKR Professionals Community;
- Champion the use of a rigorous OKRs process within organizations;
- Obtain 40 CPD credits to include in your CPD records for your professional body, institute, regulator or employer.

Learning objectives

- Differentiate between objectives, Key Results and Initiatives;
- Recognize different types of OKRs;
- Acknowledge the benefits of stretched goals;
- Understand OKR setting in different contexts;
- Apply best practice techniques to align OKRs across the organization;
- Comprehend the review and decision making process;

Agenda

Day 1

Understanding OKRs What are OKRs?

- Stretched goals
- Measurable Key Results
- Action oriented initiatives

OKR and other PMS

- OKRs vs KPIs
- OKRs and KPIs integration
- OKRS vs MBO

Performance Management System based on OKRs

- Challenges in working with OKRs
- OKRs lifecycle
- The value added by OKRs
- Governance

Day 2

OKRs typology

- Strategic vs tactical OKRs
- Aspirational vs Committed OKRs

Setting OKRs

- OKRs setting process
- Common mistakes in setting OKRs
- OKRs setting in practice

Aligning OKRs

- OKRs alignment approaches
- OKRs alignment in different types of organizations
- OKRs alignment in practice

Day 3

OKRs review

- OKRs review process
- Types of OKRs review
- OKRs review in practice

Learning from OKRs

- Decision making process based on OKRs
- Initiative management
- OKRs refinement

Change management culture

- Change management
- Employee engagement
- Gamification

Review and Q&A

- Course review
- Q&A

Certification Exam

Previous participants

Learning experience

Pre-course

This part of the learning experience is meant to ensure a smooth transition to the face to face training. Participants are required to take the following steps:

- **Needs assessment** – complete a questionnaire to determine a tailored and relevant learning experience;
- **Pre-course evaluation quiz** – take a short quiz to establish the current level of knowledge;
- **Guidance and schedule** – analyze a document presenting guidelines on how to maximize your learning experience;
- **Forum introduction –** share an introduction message to present yourself to the other course participants and share your expectations;
- **Pre-requisite reading** – go through a series of documents to better understand the core-course content;
- **Expectations** - share your expectations regarding the training course;

Core course

During the three days of face to face training, the course is designed to facilitate experiential learning and ensure a high level of interactivity. Exercises used to enhance the development of competencies range from simple matching of concepts to extensive analysis of case studies. The learning experience consists in:

- Applying concepts in practical exercises, analyzing case studies and identifying solutions;
- Using templates to develop performance measurement instruments;
- Sharing experiences and best practices and creating a network of OKR Professionals;
- Constantly evaluating the participants' knowledge, through short quizzes to support the certification exam.

After-course

The learning process is not finalized when the core-course ends. Participants are required to take the following steps:

- **Certification Exam** - take and pass the certification exam which consists of 75 questions with multiple answers.
- **Forum discussions** – initiate a discussion and contribute in a discussion opened by another participant;
- **Action plan** – create a plan for the actions and initiatives you intend to implement after the training course;
- **Performance Improvement Essentials** – watch a 45 minutes webinar presenting the OKR measurement as part of a system that ensures performance improvements and achievement of objectives;
- **In-house presentation** – create and submit a short PowerPoint presentation to present your colleagues the knowledge you have accessed during the training course;
- **Additional reading** – go through a series of resources to expand your content related knowledge;
- **Learning journal** – reflect upon your 3 stages learning experience and complete a journal.

Evaluation

The certification process is finalized only when you complete all of the 3 stages of the learning experience. Nonetheless, you will receive a:

- **Certificate of Attendance** (hard copy): after participating at the 3 days of on-site training course;
- **Certificate of Completion** (soft copy): after completing pre-course activities and passing the Certification Exam;
- **Certified OKR Professional diploma** (soft copy): after you have successfully completed all of the 3 stages of the learning experience.
- **CPD Certificate of Attendance (soft copy):** once you have successfully obtained the Professional status.

Educational resources



MICRO- CERTIFICATE IN PERFORMANCE MEASUREMENT MATURITY ASSESSMENT

This micro-certification course is an additional benefit provided to all participants to upskill professionals in assessing Performance Measurement Frameworks in organizations. The maturity assessment methodology presented during the course is the proprietary knowledge of The KPI Institute and Global Performance Audit Unit, built on 10+ years of research and practical experience in strategy formulation. Moreover, upon course, completion participants can request access to one-time, free of charge, the entire evaluation methodology on the GPA Unit online platform.

Professionals will gain practical experience in identifying the strengths and weaknesses ofc organizational practices and formulating improvement recommendations in 6 key areas:

- KPI Selection
- KPI Documentation
- Target Setting
- Data Gathering
- Data Visualization
- KPI Governance

OTHER RELATED MICRO-CERTIFICATES



Micro-certificate in Strategy Planning Maturity Assessment



Micro-certificate in Performance Improvement Maturity Assessment



Micro-certificate in Employee Performance Maturity Assessment

NOTE: These three micro-certificates are not offered as part of the Certified OKR Professional Program, they can be purchased separately. For more information, CLICK HERE

Faculty



Alina Miertoiu

Senior Management Consultant
Expertise: OKRs, Performance Measurement & Management, Benchmarking



Mihai Toma

Managing Director of Consulting Services
Expertise: Balanced Scorecard, Strategy Planning & Execution, Performance Measurement & Management



Fadi Al-Jafari

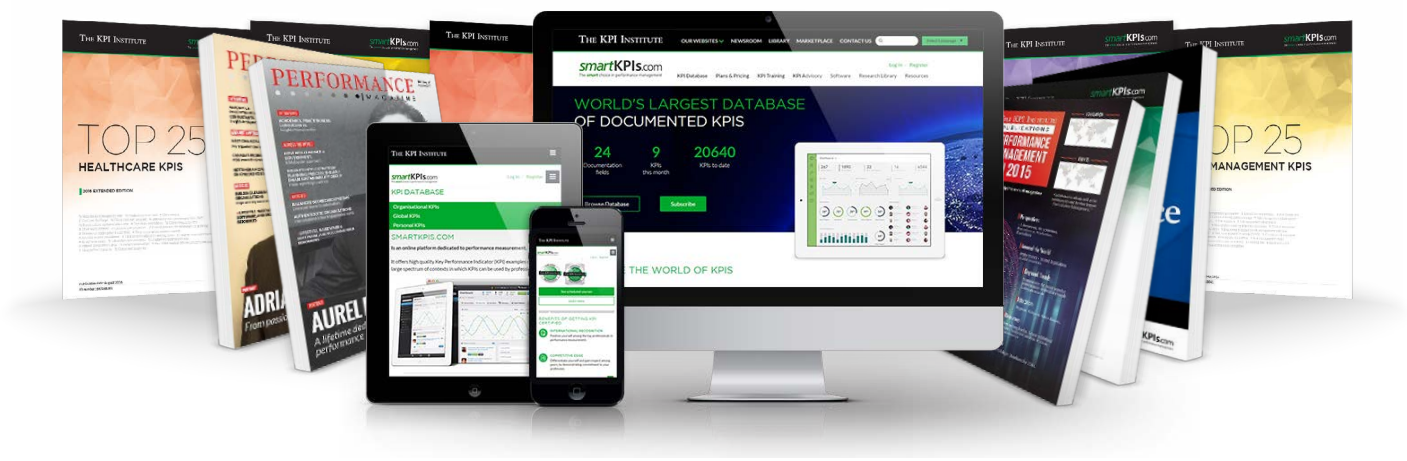
Management Consultant
Expertise: Data Analysis, Data Visualization, Strategy Planning & Execution, Performance Measurement and Management, and Performance Management System Audit



Sasqia R. Ramadhani

Performance Management Consultant
Expertise: Performance Measurement & Management

Educational resources



Course materials

- Course slides;
- Course notes;
- Course quiz;
- The KPI Infographic.

The qualitative reports

- Performance Management in 2014 and 2015.

Catalogues

- KPI Documentation Forms;
- Negative Behaviors;
- Targets in Practice;
- Dashboards;
- Scorecards;
- Hardware;
- Graphs in Practice;
- Glossary of terms.

Videos

- 11 Videos dedicated to Performance Management.

Fact sheets

- KPI Definitions, KPIs in Practice;
- Terminology in Practice;
- KPI Selection Criteria;
- Performance Management Related Theories.

Webinars

- Free access to all Performance Management webinars up to date

Performance Management Toolkit

- **Templates:** Desired State of Evolution, Strategy Map, Performance Scorecard, Performance Dashboard, Performance Healthogram, Initiatives Portfolio, Performance Management System Architecture, Monthly Performance Management Process, Employee Scorecard;
- **Manuals:** Performance Scorecard Guide for Administrator, Performance Dashboard Guide for Administrator;
- **Publications:** KPIs for Human Resources Dashboard, KPIs for Human Resources Scorecard.

Premium subscription on smartKPIs.com

- Available for 6 months, providing access to 500 fully documented KPIs and over 20,000 KPIs enlisted and one research report from the Top 25 KPIs series.

Fees

Course with certification

Language	Course date	General fee	TKI members	Early bird	2 or more participants	Registration deadline
Arabic	5 - 7 March	US $2,900	US $2,600	US $2,450 *by 05 February*	US $2,300	26 February
Arabic	20 - 22 August	US $2,900	US $2,600	US $2,450 *by 20 July*	US $2,300	13 July
English	3 - 5 September	US $2,900	US $2,600	US $2,450 *by 03 August*	US $2,300	28 August



The course fees include course materials, lunch and coffee breaks. It also covers the cost of the certification process, valued at $350, ensuring a smooth certification system.

Accommodation

Accommodation is not covered by the attendance fee and it needs to be arranged separately by participants. We invite you to contact the event manager to enquire about special rates from the venue.

Organize this training course in-house

If you have a group of five or more to train you can save time and money by running this training course in-house. Use the contact details provided below to request a customized offer from one of our training solution specialists.

For more details

The KPI Institute Marketplace
+971 4 563 7316 / +971 5 5787 6427
office@kpiinstitute.org
kpiinstitute.org
Linkedin Facebook Twitter

Registration

3 ways to register

Online

marketplace.kpiinstitute.org

Direct contact

Call us and we will assist you through the registration process.

Mrs. Teodora Gorski
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Registration form

Email us with your registration details

Payment

Credit card

Pay by credit card using the online facility.

Bank transfer

1. Send an email containing your contact details and registration request;
2. An email confirmation containing the tax invoice and bank account details will be sent to you;
3. Proceed with the attendance fee payment by bank transfer;
4. Send through email the proof of the payment transaction completion;
5. A tax receipt together with the registration confirmation will be sent to you via email (after the attendance fee payment is confirmed).

Kindly ensure that your payments reflect the Total Amount of the invoice that will be presented to you. It is your responsibility to cover all bank fees due to Telegraphic / Wire transfer.

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Registration form

By filling your contact data, you agree to receive further information about our events. Your privacy is very important to us. We will not sell, rent or share your personal information under any circumstances.

Participant details:

Mr. ☐ Mrs. ☐

First name ..... Last name .....

Job title .....

Email ..... Phone .....

Organization .....

Department ..... Date of training course .....

Training course .....

City ..... Country .....

Registration cancellation procedure

Any withdrawals have to be announced at least two weeks before the beginning of the course, through fax or e-mail. In this situation, the attendance fee will be refunded, less $400 retained for administrative expenditure. The attendance fee will not be refunded if the withdrawal from the course takes place less than 2 weeks before its start date. If you find yourself in the impossibility to attend the course after the registration process is already completed you may delegate another person to attend the course in your place without any further fees charged. If you have confirmed and made the attendance fee payment but you didn't attend the course, the course attendance fee will not be refunded. If you attend the course only partially (one day or a limited number of sessions), you will not benefit from any attendance fee reduction or refund.

Term of Agreement

If there are no other standing agreements, this form represents a valid contract between the parties.

I agree to the above terms and conditions.

Signed ..... Date .....

Company stamp .....

The Customer acknowledges and agrees that all materials provided by The KPI Institute, including but not limited to the live presentations, any audio-visual presentations, and the handout materials distributed pre, during and after the training course, shall at all times remain the sole and exclusive property of The KPI Institute. They cannot be made public, and can only used for the purpose of the individual course participant's benefit. In no event shall the Customer use the live presentations, any audio-visual presentations, and/or the handout materials for any other purpose, including but not limited to the offering of any course, training or seminar that in any manner competes with the course or any portion thereof. This provision shall survive the termination or expiration of this Agreement.



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