



DigiLEAF Inc. cordially invites you to attend CERTIFICATION PROGRAM IN ENTERPRISE QUALITY

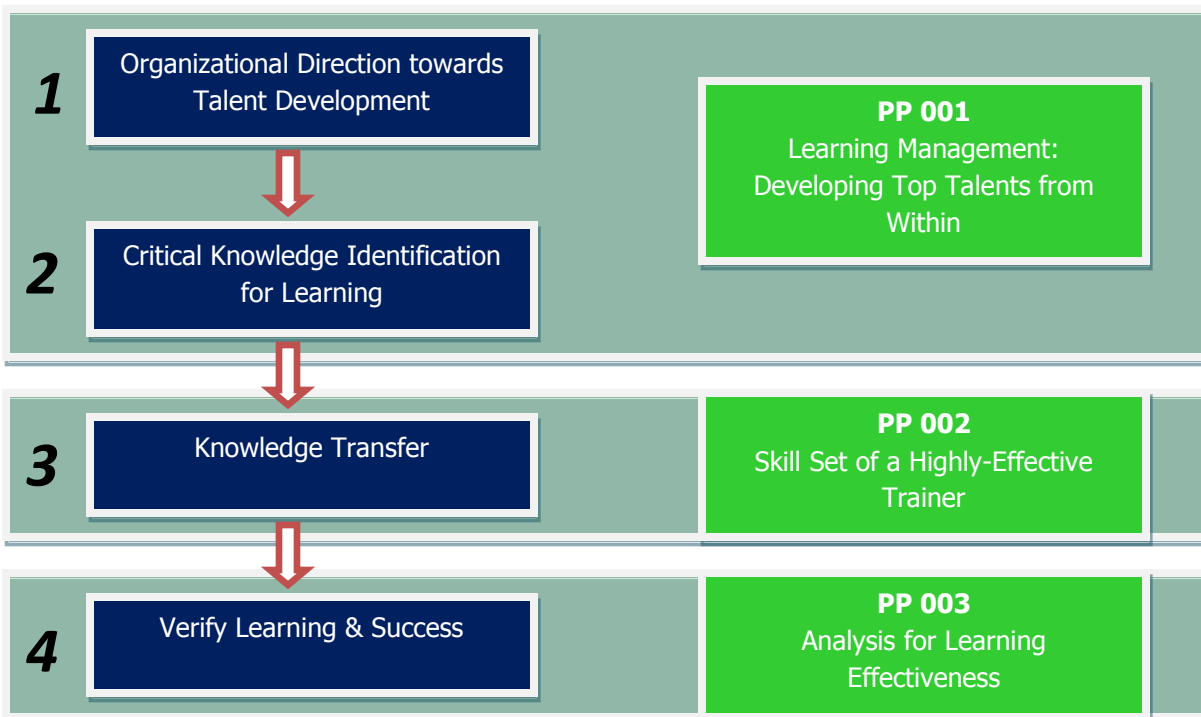
Entitlement Certified Competence Development Professional

Program Description

- Organizations need not only produce high quality value, but also high talented people. This certification program is designed to develop the primary knowledge and skills towards growing top-performing individuals from within. This program is catered not only to Human Resource professionals but for all individuals who foster the role of training and managing the learning of employees in all areas—from operations, support service up to leadership ranks.
- Upon completion of this program, an individual shall obtain understanding of the framework towards developing a Training Development Process within the organization commencing from enterprise-wide assessment of learning needs until verification of learning effectiveness and experience through quantitative analysis.
- The knowledge areas in the curriculum are aligned with industry known body of knowledge in Training Within Industry (TWI) pioneered by Toyota which is an integral part of Toyota's 4P model for excellence (Philosophy, People, Problem Solving & Process). Also, the course obtained knowledge areas from field books launched by American Society for Training & Development (ASTD).
- Designed to cater to individuals and organization in the look out for local certification less the burden of high international certification cost, but with the contents and application that are at par with international standards.

Curriculum Flowchart

The course curriculum is designed to pattern the 4-Step Talent Development Process which starts from organizational direction towards talent development until the quantitative analytics towards learning assessments.



Course Description

COURSE CODE	INSTRUCTOR-LED TRAINING DURATION (in days)	COURSE TITLE
PP-001	2	Learning Management: Developing Top Talents from Within

As Toyota quoted, "We do not build cars; we build people". Every new product, every prototype, every quality defect, every kaizen activity is an opportunity to develop people. This course builds from that context which will mould the philosophy towards Training & Development. The course shall commence from understanding Human Systems Model that will ingrain the role of Learning in the organizational business map. This will then discuss the "Training Within Industry" Approach and will walk through the 4-step of Training Development Process putting emphasis on the first 2 steps which are: Learning Deployment Enterprise-Wide & Identification of Critical Knowledge for Learning. After the course, the individual should be able to map the training needs of the organization with respect to the critical skill set needed per functional role and from there build the Multifunctional Talent Learning Plan which is the prerequisite of actual learning conduct.

Core Topics

- * Human Systems Model and Linkage of Training and Development within the Organization
- * Philosophy of Learning: What Can We Learn from Toyota?
- * Training Within Industry Approach & Job Instruction Course
- * 4 Step Training Development Process
- * Step 01: Preparing the Enterprise towards Learning
 - Enterprise Current State Analysis
 - Critical Needs Mapping
 - Organization Structure for Learning
- * Step 02: Identification of Critical Knowledge for Learning
 - Job Stratification per Role
 - Translating Broad Job Classification to Specific Skill Requirements
 - Building the Multifunctional Talent Learning Plan

PP-002	2	Skill Set of a Highly Effective Trainer
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Every training is a show and its make or break greatly depends to how the trainer effectively creates a learning experience, paving a way for the talents to be developed in their respective functional role. Easier said than done. This course is a field guide for trainers to learn how to be there...In Front. This will cover Principles of Adult Learning, Instructional & Cognitive Strategies, Hits and Myths for Trainers and more. This aims to equip a trainer who would be able to deliver an engaging learning session, without the setback of boredom or detachment from trainees. At the end of the course, the individual will also learn how to create a Training Session Plan mapping the knowledge need and the teaching platform prior to actual Training Demos which will be performed on the class.

Core Topics

- * 4 Step Training Development Process
- * Step 3: Knowledge Transfer
 - Methodologies for Right Learning
 - Adult Learning Principles
 - 5 Step Model for Creating a Terrific Training Session
 - Instructional and Cognitive Strategies
 - Training Styles for Different Strokes
 - Deficient Ingredients Hampering Effective Learning
 - Hits and Myths for the Trainer
 - Driving the Rough Road: How the Trainer can face Difficult Situations
 - Building Training Session Planning Sheets
 - Training Demos

Course Description

COURSE CODE	INSTRUCTOR-LED TRAINING DURATION (in days)	COURSE TITLE
PP-003	1	Analysis for Learning Effectiveness

Each learning's success is quantified by the learner's experience and how the learner can bring the knowledge towards its application. This course centers on that goal of translating it to quantitative measures that will make way for analysis. This will cover measuring techniques for learner's perception, comparative studies of Pre and Post Diagnosis and correlation of learner's performance both at training and at work. Also, this course shall complete the whole 4-step Training Development Process which will culminate at Verification of Learning Success.

Core Topics

- * 4-Step Training Development Process
- * Step 4: Verification of Learning Success
 - Moving the Talent towards Self-Reliance
 - Progress Diagnostics
 - Quantitative Analytics for Learning
 - Pre and Post Assessment Analysis
 - Measuring Learner's Experience
 - Correlation of Training Performance towards Work
 - Plan-Do-Check Act for Continuous Improvement of Learning Management
- * Sustaining the Learning System
- * Structure for Governing Learning Management

Requirements for Certification

The entitlement of **Certified Competence Development Professional** shall be granted by the **International Alliance of Quality Professional (IAQP)**. IAQP was founded in 2009 by representatives of three countries namely: Philippines, Netherlands and Iran. The alliance' thrust is to strengthen the work of quality professionals embedded across the enterprise by rendering knowledge solutions to the stakeholders. **Digileaf Inc.** shall provide the administration and training for the said certification.

Eligibility:

1. Graduate of any four-year degree course
2. Professionals in the functional role of Human Resource is preferred but not required
1. Proficient in written and oral English

Requirements:

1. The candidate should gain the knowledge embodied in the Certification Curriculum by ensuring complete attendance across training conducts. In any case that a candidate may miss certain number of days, the candidate needs to attend the other training schedule released by Digileaf Inc. pertinent for the missed module/s.
2. The candidate should manifest the embodied knowledge by passing the comprehensive diagnostic encompassing assessments on objective information and case studies that will test both the technicalities and application of the course. The passing rate is 80%.
3. Apart from assessments, the candidate shall be asked to submit training artifacts which will gauge practical application of the candidates towards the knowledge gained. The certification requires 100% completion of the said artifacts which will be discussed during training.
4. Upon successful completion, the reviewing board shall certify that the candidate has attained the certification. The reviewing board reserves the right to defer certification for any case of misconduct of the candidate and/or of the engaged party.

Frequently Asked Questions

1. **Question: What does the Public Training Schedule mean? Does this mean continuous weeks of training or it only means that you offer the courses within this period? Can the courses be taken within a year or more?**

Answer: The public training schedule caters to diverse audiences representing various companies who are attending the program at Digileaf training venues. Although the program was designed for consecutive weeks, upon enrolment of the said program, a participant may take the course within the intended weeks period if his schedule permits or request to schedule on other scheduled date as long as the program is accomplished within six months. However, we DO NOT advise a candidate to miss a module since the course is hierarchical and the learning might hamper because the pacing was compromised.

2. **Question: Is there an assessment exam to determine if trainings are still needed prior to certification exam? Is there an assessment fee? If yes, by how much? When/where is the assessment exam conducted?**

Answer:

1. Yes, there is an assessment exam given to those who intend not to take any/all of the courses in the formal training sessions. But to increase the possibility of passing the certification exam, attendance to the review sessions is highly recommended.
2. The assessment exam covers specific body of knowledge areas taken from Six Sigma. The representative of the assessment board shall determine if all or selected body of knowledge areas shall be included in the assessment exam.
3. Three days prior to the assessment exam, a qualification evaluation shall be conducted by the assessment board. The assessment exam is conducted on as needed basis.

Requirements for the assessment exam:

1. Copy of detailed resume
2. Questionnaire answers (questionnaire shall be sent through email upon receipt of resume)
3. Assessment fee of P2,500.00 per head

3. **Question: What to do with the payment when a participant can't finish the entire training program?**

Answer: Only payment for the completed courses is required. Computation of the course fee shall be based on the discounted package fee.

4. **Question: What to do in case of exam re-take?**

Answer: Payment is required for re-take. Exam fee is P5000.00. 50% (P2,500) is required for re-take. Re-take shall commence 3 months after the date of previous take.

5. **Question: Are there discounts and payment terms?**

Answer: Yes, request for the discounts and payment terms guidelines from our training Coordinators.



Certified Competence Development Professional

7. Question: What are the different types of fees within the certification program?

Answer:

CERTIFICATION TITLE	INVESTMENT PER HEAD (INCLUSIVE OF 12% VAT)
Certified Competence Development Professional	P 36,125.00 (Includes fees for the following: training, exam review/ mock exam, administration of certification exam)
Exam Re-take	P2,500.00
Exam Review Fee only	P11,200.00
Assessment Fee (Applies to those who intend not to take any/all of the formal training sessions. Taken prior to review/certification exam. Optional only.)	P2,500.00

8. Question: What are the courses included in the training program? When is the next schedule?

Answer: Schedule for 2010 (First Batch)

Course Code	Course Title	Detailed Schedule (9am-5pm)
PP-001	Developing Top Talents from Within	March 16 & 17
PP-002	Skill Set of a Highly-Effective Trainer	March 18 & 23
PP-003	Analysis for Learning Effectiveness	March 24
	Review and Mock Exam	March 25
	Certification Exam	March 27

For Corporate Account arrangements, please contact our office for inquiry.

For more details and registration contact: 864-0403 or 864-0596, look for Ms. Cienda Zulueta or you can email us at info@digileaf.com