SuccessFinder's Competency Certification Program

This is a single day class focused on the Successfinder competency model. It can also be tailored to the competencies most relevant to your organization. At the end of the training, class attendees will be certified on the 26 SuccessFinder competencies as well as SuccessFinder's Ladder of Leadership model. This is often a great way to get introduced to SuccessFinder without full certification and to be able to use SuccessFinder's competency based solutions for selection, development and career management.

Certification curriculum

The competency certification in-class training takes place over the course of one day. Attendees will be required to complete two post-training supervisions on real SuccessFinder assessment cases, accompanied by a certified SuccessFinder practitioner.

Objectives of the in-class training day

- In-depth overview of the competency content:
    - What a competency means
    - Underlying behaviours
    - Impacts and benefits
- Understanding how to contextualize results (depending on purpose of the assessment, depending on the level of the person's current or next role)
- Interpreting an individual's profile holistically to determine key strengths and potential gaps
- Preparing to communicate the information in a feedback session

In-class curriculum

Participants will be sent the SuccessFinder Complete Competency Manual to prepare for the training day. This manual offers an introduction to the key concepts, definitions, and general information about each competency. Preparation is not mandatory but is encouraged.

The in-class training covers 5 modules:

1. Brief introduction to SuccessFinder

This part of the training introduces participants to the assessment itself – how it was built, what differentiates it from other assessment tools, and the way the responses to the test items create a person's profile on the 85 behavioural traits and 35 career themes.

2. Why Competencies? Measuring Behavioural Preferences in the Workplace

This section places importance on the interpretation of results – we present the preference scale and reinforce the difference between measuring preferences versus ability – and how that can translate into propensity to demonstrate behaviours. The notion of natural preference versus effort is detailed.

3. The SuccessFinder Competency Model

This section is the core of the Competency Certification. The 5 broad categories grouping the core 26 competencies is presented (solutions, relationships, motivation, productivity, personal success). Each competency is outlined in terms of: definition, what it looks like to be low versus high, and what the personal and organization benefits are of demonstrating the competencies. At the end of each category, participants are presented with two example cases to interpret.

4. High-Performer Role Competencies: The SuccessFinder Ladder of Leadership

Putting certain key role competencies into context, the SF Ladder of Leadership is presented. Here, participants learn about how SuccessFinder high performer profiles are created (a brief introduction to what a benchmark is) and then – specifically, key competencies for first line, mid level and senior management levels. These profiles create a continuum that allows participants to learn about leadership transitions and the behaviours that are important in the context of leadership development.

5. Interpreting Results in the SuccessFinder Assessment Report & Exercises

In the final section, learning becomes actionable as participants are walked through SuccessFinder's feedback philosophy, with step-by-step instructions on how to analyze a profile, interpret results, and craft messages to deliver to a competency-based feedback.

Group and individual exercises are used to increase the development of skills and prepare for the post-training supervisions.

Agenda for the in-class training

Brief Introduction to the SuccessFinder Career System	9-9:15am
Why Competencies? Measuring Behavioural Preferences in the Workplace	9:15-9:30am
The SuccessFinder Competency Model - Competencies that Enhance Relationships - Competencies that Enhance Solutions - Competencies that Enhance Productivity	9:30am-12pm
The SuccessFinder Competency Model (cont'd) - Competencies that Enhance Motivation - Competencies that Enhance Personal Success	1-2:30pm
High-Performer Role Profiles: The SuccessFinder Ladder of Leadership	2:45-3:15
Interpreting Results in the Pathfinder Assessment Report & Exercises	3:15-5pm

Post-training supervision

Following the training, each participant will be supervised by a SuccessFinder certified practitioner over 2 assessments.

Each supervision involves:

- Preparation by the participant: analysis of the live case assessment of an individual with interpretation

- One 1-hour meeting with their supervisor to present their analysis and discuss the profile. Adjustments as required.

- One 1-hour meeting between the trainee and the person assessed, with the supervisor observing.

Supervisions can be done remotely, with meetings via videoconference. Once a participant has completed their 2 supervision to the satisfaction of their supervisor, they will be designated as Competency Certified, with an official recognition by SuccessFinder.

Post-supervision badging

Upon completion of the supervisions, the candidate will be provided a certificate of completion and can use the Competency Certified badge.

Fees

There are two ways to get training:

1. Standard class in either Toronto or Montreal (dates posted on our website):
    - $2,000 per person (includes 2 post class supervisions)

2. Custom Class (at your location):
    - $5,000 – up to 10 participants
    - Plus supervision: $1,200/participant (2 supervisions total)
    - Travel expenses (if applicable): client will pay for consultant's travel and accommodation costs. Client will also pay for consultant travel time, at $125/hour.
    - Fees will be billed upon signature of the agreement. Fees associated with travel time will be billed once the travel has been completed.