

SuccessFinder's 1 Day 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 intimate small class experience is a great way to get introduced to SuccessFinder and can use SuccessFinder's competency based solutions for selection, development, and career management.

Certification curriculum

The competency certification involves pre-workshop prep (2 hours) done on-line and a single 8 hour in-class training experience (with no more than 15 attendees). Participants will be required to complete one post-training SuccessFinder assessment, accompanied by a certified SuccessFinder Supervisor.

Objectives of the preworkshop prep:

- In-depth overview, including:
 - What a competency means
 - Underlying behaviours
 - Impacts and benefits

Objectives of the in-class training day

- 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

Preworkshop curriculum

Prior to coming in class, participants will have access to SuccessFinder's e-learning platform where they will find modules, quizzes, and other reference material (e.g., the SuccessFinder Complete Competency Manual) to prepare for the training day. These modules offer an introduction to the key concepts, definitions, and general information about each competency. Preparation is mandatory and requires approximately 2 hours to complete.

The 3 modules cover:

1. Introduction to SuccessFinder

This module 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. The SuccessFinder Competency Model

This section is the core of the Competency Certification. The 5 broad categories grouping the core 26 competencies are 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.

3. 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.

In class curriculum

The full-day training is designed to be interactive and dynamic to help participants apply and master what they have learned in the pre-workshop. Learning becomes actionable as the small cohort is walked through SuccessFinder’s feedback philosophy, with step-by-step instructions on how to analyze a profile, interpret results, and design 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 supervision.

Agenda for the in-class training

1. Introduction	9:00-9:15am
2. Review of the SuccessFinder Competency Model	9:15-10:45am
BREAK	10:45-11:00am
3. Analysis of Strengths	11:00am-12:15pm
LUNCH	12:15-1:15pm
3. Analysis of an Entire Profile	1:15-2:05pm
4. SuccessFinder’s Ladder of Leadership	2:05-2:30pm
5. Drafting a feedback: What You See & What You Say	2:30-3:00pm
BREAK	3:00-3:15pm
6. Giving Feedback based on the SuccessFinder Assessment Report	3:15-4:45
7. Conclusion	4:45-5:00pm

Post-training supervision

Following the training, each participant will be supervised by a SuccessFinder certified practitioner for one assessment.

The 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.

The supervision is typically through videoconference. Once a participant has completed their 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 1 post class supervision)
2. Custom Class (at location of your choice):
 - \$5,000 base cost (1 training day) – up to 10 participants
 - One required supervision: \$800/participant
 - 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.

Cancellation Policy

We find the best learning experience occurs with 5 or more participants. If there are fewer than 5 participants, we reserve the right to postpone the class to a later date when we can achieve full attendance.

If a participant cancels less than 5 business days from the class date, 50% of tuition is forfeited.

