THE KPI INSTITUTE

CERTIFIED OKR
The KPI Institute
Objectives and Key Results Framework
v 1.0 2018
PROFESSIONAL
C-OKR

CERTIFIED OKR PROFESSIONAL

2nd TIME IN WARSAW

Ask for Early Bird Fees!

WARSAW, POLAND2

2022 EDITION:
> 6-7-8 JUNE

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

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.

Over the last years, the team at The KPI Institute:

> Documented 8,000+ 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' profi le

› 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 O   fficer 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.

◎ 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

Introduction

> Company / trainer presentation
> Expectations
> Learning objectives
> Rules

Understanding OKRs

> What are OKRs?
> Stretched goals
> Measurable Key Results
> Action oriented initiatives

OKRs 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 — Setting OKRs

OKRs typology

> Strategic vs tactical OKRs
> Aspirational vs committed OKRs

Setting OKRs

> OKR setting process
> Common mistakes in setting OKRs
> OKRs setting in practice

Using OKRs in different environments

> OKRs in general organizations
> OKRs in innovative/ project based organizations

Aligning OKRs

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

Day 3 — Reporting OKRs

OKRs review

> OKRs review process
> Types of OKRs review
> OKRs review in practice

Learning from OKRs

> Decision making process based on OKRs
> Initiatives management
> OKRs refinement

Changing the organizational culture

> Change management
> Employee engagement
> Gamification

Review

> 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:

> **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** (hard copy): after you have successfully completed all of the 3 stages of the learning experience.

Educational resources

Course materials

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

The qualitative reports

> Performance Management in 2014.

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 series from 2014.

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.

Facilitator

Alina Miertoiu

**Senior Consultant
The KPI Institute**

Alina Miertoiu is a Senior Consultant at The KPI Institute, a research institute specialized in business performance, considered today the global authority on Key Performance Indicators research and education. She is a Certified KPI Professional and her research activity in the Performance Management field has resulted in the documentation of +300 Key Performance Indicators examples.

Alina has assisted clients in the UAE, Malaysia, Romania, Bangladesh, Ghana and South Africa across a variety of industries such as public sector, utilities, manufacturing, education and healthcare

As a research analyst, one of Alina's significant research programs focused on developing a benchmarking study in the utilities sector for four major utilities: Water, Gas, Electricity Generation and Electricity Distribution, which comprises worldwide data.

As an educator, Alina developed, implemented and manages the tutoring program of The College of Political, Administrative and Communication Sciences from Cluj-Napoca.

Alina is currently enrolled as a PhD candidate at the Doctoral School of Public Administration. Her academic qualifications are in the field of Administration and she has a bachelor in European Administration and a master degree in NGO Management, completed by an international certification in Social Entrepreneurship issued by Erasmus+.

Testimonials

"This was one of the best courses I have ever attended. The content, materials, & facilitation was excellent. I recommend this training to all employees in different levels interested in seeing real progress in their organizations."

Marwan Ali
Head of Professional Training, Dubai Corporation for Ambulance Services

"Thank you very much for a productive and informative course. The trainer was very organized and professional during the whole training; I will not hesitate to recommend your services to anyone who needs your expertise. Thank you very much and I am looking forward to work with you in the future."

Zuhair Siddiqui
Takreer - ADNOC, UAE

"This course is one of the important courses in both measurement line and management direction. This course will help to improve organizational performance and personal performance."

Turki Al-Shehri
Administrative Specialist, King Fahad Medical City

"The course content was very valuable and excellent. We can effectively use the information and methods provided in this course in our job."

Mariam Abdullah Al Darmaki
AMMROC, UAE

Fees and venue

Course fees

The course fees are exclusive of 23% VAT.

Course date	General fee	Early bird	Early bird	3 or more participants	Registration deadline
6-7-8 June	US$ 1550 / PLN 6200	US $1250 PLN 4950 _by 8th April_	US $1300 PLN 5250 _by 6th May_	US $1180 PLN 4750	20 May

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.

Venue

📍 **Radisson Blu Sobieski Hotel**

Plac Artura Zawiszy 1, 02-025 Warszawa,

Phone: +48 22 579 1000

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.

For more details

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Francuski Instytut Gospodarki Polska Sp. z o.o.

FIG Polska Sp. z o. o. has been oparating on the Polish market since 1996. Based on a unique business model we run two complementary activities: business consulting and preparation of seminars dedicated to Top Management. Our core competencies and experience in the field of busiess consulting services include preparation and implementation of the development and repair strategies using Balanced Scorecard methodology (KPI) and Value Growth model.

We have also expertise in the area of finance, sales and marketing, organisation and management. For 25 years of our activity we have realized over 200 consulting projects and 800 strategic workshops and in-company seminars. Over 28.000 managers from 2.000 companies representing all market sectors have participated in our open seminars so far. More info: www.figpolska.pl

THE KPI INSTITUTE

Performance
Strategy   Transformation
Innovation   Systems   People
Sustainability   Productivity   Capability

Measurement   Benchmarking   Analytics
Audit   Evaluation   Appraisal
Excellence   Competence
Happiness

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