



## **CILDM**

### **CERTIFIED INTERNATIONAL LEARNING & DEVELOPMENT MANAGER**

Globalization represents a revolutionary integration of capital, technology and information across national borders in a way that is creating a single global market and, to some degree, a global village. While globalization is of greatest concern to businesses and agencies working transnationally, globalization trends affect all businesses whether or not they are truly global. The International Learning & Development certifications are designed for the sophisticated manager who knows from his/her experience THAT EVERY MANAGER IS A TRAINER and further that TRAINING, LIKE MOST BUSINESS FUNCTIONS, IS GLOBAL/INTERNATIONAL IN ITS OUTLOOK.

This Certification Program is a core certification program of the American Certification Institute. This program offers the designation of CERTIFIED INTERNATIONAL LEARNING & DEVELOPMENT MANAGER (CIDLM) to candidates who demonstrate their understanding of the fundamentals of the profession through the successful completion of rigorous professional certification examinations based upon the INTERNATIONAL LEARNING & DEVELOPMENT BODY OF KNOWLEDGE (ILDOK).

#### **Professional Designations**

Successful candidates are granted the designation of CIDLM. The designation CIDLM may be used just as similar recognitions are employed in accounting, insurance, medicine, law, and other professions. Either the full expression or the initials may be used after the individual's name on business cards, stationery, etc.

#### **Examinations**

The certification program for CIDLM consists of an 80 question multiple choice examination prepared from the INTERNATIONAL LEARNING & DEVELOPMENT BODY OF KNOWLEDGE (ILDOK). International Learning & Development Managers are increasingly called upon to communicate in a myriad of formal and informal ways. The evolving complexity of the field, the development of electronic information systems, technological innovations, and the development of different management structures and styles, calls for creative communications skills.



## MINIMUM REQUIREMENTS TO QUALIFY FOR CILDLM CERTIFICATION

Candidates who wish to become certified must meet the following requirements:

1. A Bachelor's degree OR more than six years of experience as a trainer or training manager or learning & development professional.
2. Satisfactory completion of a 3 hour multiple choice examination covering the INTERNATIONAL LEARNING & DEVELOPMNT BODY OF KNOWLEDGE (ILDOK) addressed in the learning development program.
3. Completion of an application for certification and payment of all fees.

The CIDLM program focuses on The Trainer as a Learning & Development Manager.

Training & development is a subsystem of an organization. It ensures that randomness is reduced and learning or behavioral change takes place in structured format, which are training managers responsibility, by planning and leading training activities at a company. Company training helps to develop employees' skills and thus improve their productivity and the caliber of their work. This in turn enables a business to reach its performance goals and makes it competitive in the marketplace.

As a learning & development manager you have to command several tasks as: planning, directing, organizing, managing the various training programs, and coordinating all the informatics training activities of an organization. In some instances, you may be involved in the delivery of training programs to assist users.

You may find different training needs at all levels of your business, from admin staff, shop floor employees to management; you may even need to prioritize your training needs, especially if your training budget is limited, or your training needs are extensive. You may need to prioritize essential training over the desirable, if you can't manage both.

At the end of this training module the participants will be able to follow a strategic training approach in their business, gain the positive impact on productivity and morale to be sure that all staff gain and develop the skills they need to carry out their jobs effectively.

## **General Objectives:**

By the end of this training module, all “Certified International Learning & Development Managers” to be are expected to be able to:

1. Define related terms as: Training, management, manager and learning development.
2. Link learning and development (L&D) with change.
3. Explain factors influencing L&D.
4. Describe the L&D process.
5. Use appropriate methods to identify and Analyzing training needs
6. Distinguish between the proactive/strategic approaches of managing training and the traditional/reactive approaches.
7. Explain why project management skills can be helpful to the Learning & Development Manager.
8. Write a generic training proposal
9. Set “Learning & Development Manager” job description, and role
10. Determine knowledge skills and abilities needed for "L&D Manager"
11. Determine Typical Reasons for employee learning and development
12. Set most general benefits from employee learning and development
13. Write learning and development aims and objectives.
14. Identify Typical Topics of Employee Training
15. Apply Complete Guidelines to Design Training Plan
16. Evaluating the Effectiveness of Training
17. Track Employee Training
18. Design training strategy
19. Implement training strategy

## **Training Methods and Techniques**

Methodology and approaches through this module:

- Motivational Starters.
- Exercises and Tasks that stimulate higher order thinking skills.
- Group work activities’ outcome presentation and feedback exchange.
- Group work.
- Case studies to analyze and obtain general conclusions and lessons.



- Dialogue and debate.
- Real examples and practical applications.
- Story-telling to reach conclusions.
- Simulation of Related Corporate situations and then evaluating them.
- Power Point, Movies and Multimedia Presentations.

### **Program Duration**

The Program is covered in 18 hours delivered on 6 sessions – 3 hours per session.