



CIPM DRAFT CURRICULUM ON LEARNING AND DEVELOPMENT SPECIALIST CERTIFICATION

Month 1: Foundations and Needs Assessment

Week 1-2: Introduction to Learning and Development

- Overview of learning theories and principles
- Understanding the role of learning in organizational development
- Case study: Analyzing a real-world learning challenge and proposing solutions

Week 3-4: Needs Assessment and Analysis

- Conducting training needs assessments
- Identifying learning gaps and performance issues
- Role-playing exercise: Conducting a mock needs assessment with peer feedback

Week 5: Learning Design Basics

- Introduction to instructional design models
- Developing learning objectives
- Guest speaker session: Experienced instructional designer shares insights and best practices

Month 2: Training Delivery and Talent Development

Week 1-2: Training Delivery Techniques

- Effective presentation techniques
- Facilitation best practices
- Role-playing exercise: Facilitating a training session on a selected topic with peer feedback

Week 3-4: Talent Development Strategies

- Understanding career development frameworks
- Succession planning and talent pipelining
- Case study: Developing a succession plan for a hypothetical scenario

Week 5: Diversity, Equity, and Inclusion (DEI) in Learning

- Understanding DEI principles in learning and development
- Designing inclusive learning experiences
- Peer learning group activity: Creating a DEI-focused training module with feedback from peers

Month 3: Program Management and Capstone Project

Week 1-2: Training Program Management

- Budgeting and resource allocation for training programs
- Logistics and scheduling of training events
- Guest speaker session: Data analytics expert discusses methods for evaluating training effectiveness

Week 3-4: Capstone Project Development

- Participants work on a real-world learning and development project within their organization or a simulated environment
- Guidance and feedback from instructors, mentors, and peer learning groups
- Online learning resources: Capstone project toolkit with templates and guidelines

Week 5: Capstone Project Presentation and Final Assessment

- Participants present their capstone projects to a panel of experts
- Peer review and feedback sessions