



CERTIFICATION PROCESS FOR WIN

Workplace Innovation Manager

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Course content

- Module 1: Learning how to learn
- Module 2: Time and self-management
- Module 3: Computer literacy and technical skills
- Module 4: How to keep up to date with innovation
- Module 5: Green workplace approaches
- Module 6: Communication and respectful communication
- Module 7: Active listening and feedback
- Module 8: Conflict transformation
- Module 9: How to motivate and persuade
- Module 10: How to lead by example and create trustful relationships
- Module 11: Team building and Teamwork
- Module 12: Cross-cultural competencies and diversity
- Module 13: Critical thinking and problem-solving
- Module 14: How to provide training coaching and mentoring
- Module 15: How to assess performance

Proposed certification process

- Course Enrollment:** Attendees enroll in the Workplace Innovation Manager course through an online platform. They may need to provide their personal information and agree to the terms and conditions.
- Course Content Completion:** Attendees go through the course content, which includes modules, lessons, and materials covering various aspects of workplace innovation management. They actively engage in learning activities, study the provided resources, and gain knowledge about the subject matter.
- Quizzes and Assessments:** Attendees are required to complete quizzes and assessments embedded within the course. These quizzes test their understanding of the concepts, principles, and practical applications of workplace innovation management. By successfully passing these quizzes, attendees demonstrate their comprehension of the course material.
- Certification Issuance:** Once attendees have successfully completed the course content and passed the quizzes, they become eligible for the digital certificate. The certificate serves as official recognition of their participation, completion, and understanding of the Workplace Innovation Manager course.
- Digital Certificate Delivery:** The digital certificate is typically issued electronically, either through email or a secure online platform. It includes the attendee's name, the course name (Workplace Innovation Manager), the date of completion, and any relevant logos or accreditation details.

Final test

1. Scoring system:

- Each question has a value of 1 point, with 24 questions or 2 per module.

2. Summarizing the percentage score:

- After the user completes the quiz, the system summarizes the points earned for answered questions.

3. Percentage score calculation:

- The percentage score is calculated by dividing the total points earned by the total possible points (the sum of points for all questions) and then multiplying by 100.
- Percentage Score = $(\text{Total Points Earned} / \text{Total Possible Points}) * 100$

4. Minimum to pass the test and complete the certification process

- To successfully complete the certification process, participants must score above 60%. If the participant scores below the required minimum they can retake the test.

Final test

5. Recommendations for improvement:

- **Based on the user's quiz performance, the system can generate recommendations for areas in which the user should focus on improvement.**
- **For example, if a user scored low on questions related to "Conflict Transformation," the system could recommend that they revisit the content in that module or suggest additional resources for further study.**

6. Feedback report

Provides the user with a feedback report that includes:

- **Their overall percentage score on the quiz.**
- **Scores on individual questions.**
- **Recommendations for areas to improve, along with links to relevant course materials or resources.**

Certificate use

Attendees can use the digital certificate to showcase their achievements and credentials in workplace innovation management. They may include it in their resume, LinkedIn profile, or professional portfolio to enhance their credibility and demonstrate their commitment to professional development in this field.

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