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certm:nd

 Syllabus

# OKR's

Objective key results

[www.certmind.org](http://www.certmind.org)



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# OKR's: Objectives key results

Our goal at CertMind is to certify the skills of professionals working in the Technology context. To achieve this, we seek to ensure that professionals demonstrate their skills and knowledge through the application of an International Certification Exam.

## Certification category

**Main category:** Agile Frameworks

**Category:** Objective benchmarking

**Subcategory:** Objectives and Key Results

## Scope of certification

The purpose of the Objectives and Key Results Certification is to show that the professional has knowledge of the OKR methodology, knows the roles and responsibilities, understands the scope of OKR and its impact on the value generated for the organization, and is competent as a professional in today's market.

## Prerequisites

- Be of legal age, according to the minimum age determined by law (according to the National Identity Card that must be uploaded to the platform).
- Have basic knowledge of reading, writing and basic arithmetic: addition, subtraction, multiplication and division.
- Reading and acceptance of the Code of Ethics available on the platform before taking the certification exam.

## Code of Ethics

All certified professionals must know, accept and abide by the Code of Ethics, which is available for consultation on the platform.

## Recommendations

- It is highly recommended that the professional attends a formal Objectives and Key Results training of at least 15 hours, segmented into 5 sessions of approximately 3 hours.



## Required competencies and job description

In order to ensure that the professional has the minimum competencies and knowledge that can be applied in a real environment, the following topics are addressed in the exam:

Module	Job Description	Required competencies
1. Origen OKR	Recognize the origin of OKR through the evolution of management, identifying the different methodologies and understanding the added value of OKRs.	<ol style="list-style-type: none"> <li>1. Contextualization of people analytics</li> <li>2. Evolution of management: management 1.0, management 2.0, management 3.0</li> <li>3. Best practices in business</li> <li>4. Measurement by final results</li> <li>5. SMART objectives</li> <li>6. Key Performance Indicators (KPI)</li> <li>7. Birth of OKR</li> </ol>
2. Meet the OKRs	Learn the value of OKRs, understanding their anatomy, main components and demonstrating how to identify an OKR.	<ol style="list-style-type: none"> <li>1. Definition of OKRs</li> <li>2. Objectives and their characteristics</li> <li>3. Key results and their characteristics</li> <li>4. Tips for building OKRs</li> <li>5. Activity, useful, very useful, not useful at all</li> </ol>
3. OKR Methodology	Understand the added value that the OKR methodology offers, understanding the cascading effect, the different OKR cycles, evaluating OKRs and recognizing the importance of the sweet spot.	<ol style="list-style-type: none"> <li>1. Superpowers of the OKRs</li> <li>2. Stuck effect</li> <li>3. Timing and cycles (global, team, individual)</li> <li>4. OKRs cycle</li> <li>5. Steps of the OKR phoenix cycle</li> <li>6. Base 1 conversion</li> <li>7. Sweet spot</li> <li>8. Activity evaluating OKRs</li> <li>9. OKR Excel spreadsheet</li> <li>10. Expectation and ambition</li> </ol>

Module	Job Description	Required competencies
<p><b>4. Roles and responsibilities in the OKR</b></p>	<p>Know the roles and responsibilities in OKR, the importance of the tasks assigned to each of the roles and some OKR adaptation strategies.</p>	<ol style="list-style-type: none"> <li>1. Sponsor</li> <li>2. Ambassador</li> <li>3. Team leader</li> <li>4. Team participant</li> <li>5. Video leading with OKR</li> </ol>
<p><b>5. Scope of OKR</b></p>	<p>Identify the scope of OKR with other methodologies and understand the impact of OKR on organizational culture.</p>	<ol style="list-style-type: none"> <li>1. Scope of OKR</li> <li>2. OKR &amp; Agile</li> <li>3. OKR &amp; Scrum</li> <li>4. MOKRs &amp; OKR</li> <li>5. OKRs &amp; CFRs</li> <li>6. Cultural transformation with OKRs</li> <li>7. Mistakes in implementation</li> <li>8. Best practices in implementation</li> <li>9. Success stories</li> <li>10. Video case study</li> </ol>

## Evaluation of competencies

CertMind performs two types of assessment to ensure that the professional has the required competencies:

- 1. Multiple choice questions with only one answer:** this evaluation modality consists of theoretical questions of multiple-choice single answer that seek to measure the degree to which the professional has understood the theoretical concepts of the certification.
- 2. Case study:** Its structure is similar to that of the questions mentioned in the previous section, the difference being that, instead of asking about a particular concept, it presents a description of a situation that takes place in the real context and that must be analyzed by the professional in such a way that he/she can first identify the problem and then evaluate which of the options presented reflects the best solution to the problem situation.

Competition	Questions (1)	Case study (2)
To have a clear understanding of people analytics, as well as to recognize the differences between management types, methodologies and the birth of OKR.	X	
Understand the importance of OKR, learn how to measure what really matters, understand its anatomy and identify a useful OKR.	X	
Demonstrate an understanding of value-added and base one conversion.		X
Identify the roles and responsibilities that the methodology and stages of OK leadership.	X	
Understand the ways in which OKR can work with other methodologies and its importance in the workplace.	X	

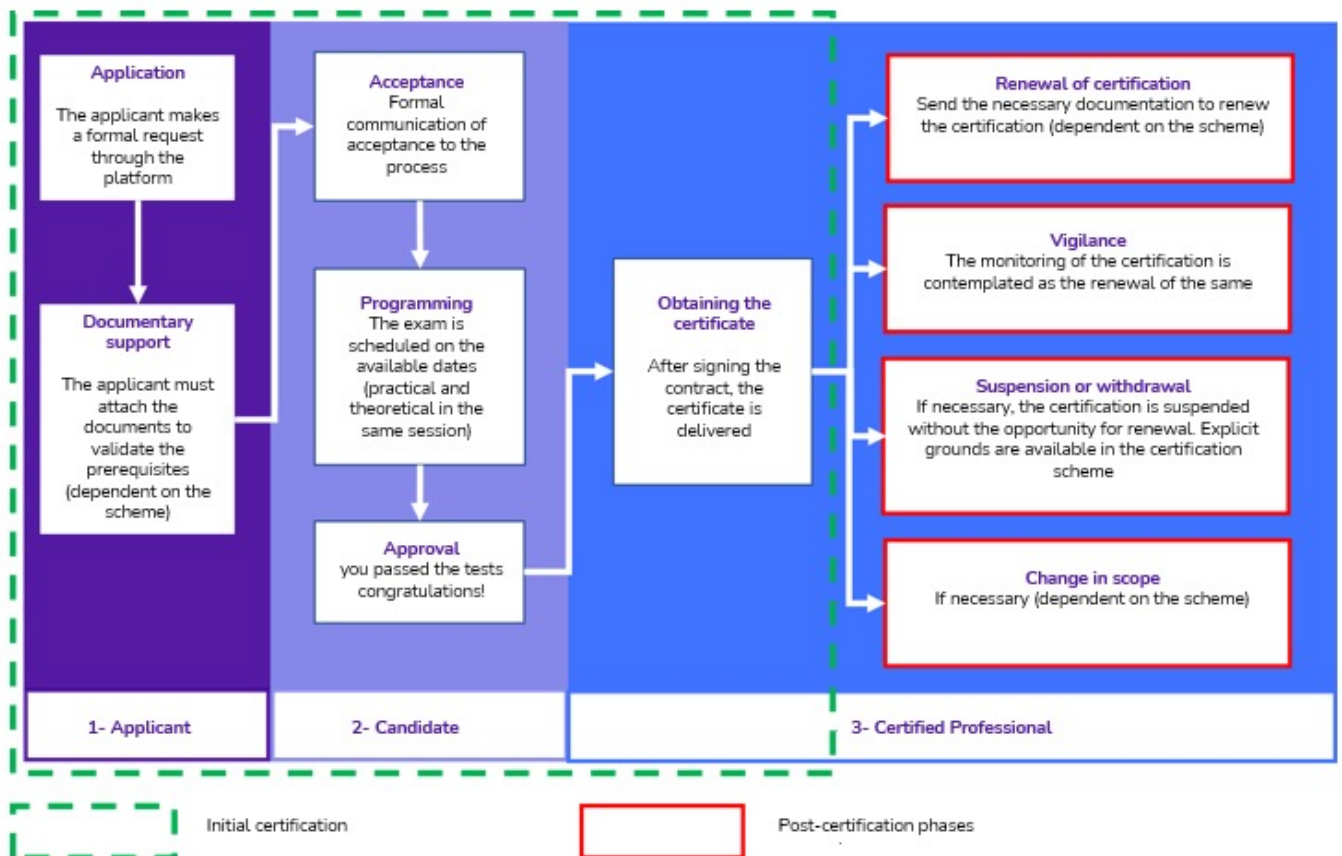
## Who should take this exam?

This exam is ideal for responsible individuals or teams seeking to understand the added value of the Objectives and Key Results methodology related to organizational development.

**Roles as:** managers, analysts, leaders, specialists and entrepreneurs interested in enhancing and adding value to their processes and projects; it is also a methodology for different professional areas and can be applied to personal projects.

## Certification process

The following chart shows the general life cycle for obtaining a certification:



## Certification process

Each of the phases for obtaining certification for the first time is described below; the phases after obtaining the certificate (red-bordered boxes) will be explained later.

- 1. Request for certification:** the applicant submits his or her certification application, on the QuizLab platform or through the partner company (where the applicant has taken his or her training). Once the application is approved, the applicant's profile is created in CertMind.
- 2. Documentary support:** the applicant must attach in the CertMind platform his or her identity document and additionally complete the registration of his or her resume (CV).
- 3. Verification and acceptance:** the platform verifies the applicant's compliance with the prerequisites, once verified, the application is accepted and the applicant becomes a candidate for the certification process.
- 4. Programming:** the call for the presentation of the exam is made, directly on the platform or through its representative. The format of the exam is explained below:
  - **Type:** 25-question, multiple-choice, single-answer online exam.
  - **Duration:** 60 minutes.
  - **Minimum passing grade:** 18/25 or 72%.
  - **Additional time:** If the professional does not take the exam in his/her native language, he/she will have an additional 15 minutes and is also allowed to use a dictionary.
  - **Supervision:** CertMind monitors the tests to ensure that they are performed correctly and transparently through the Invigilator Program (also known as "Proctor"). To learn more about this surveillance mechanism, please visit the following website [www.certmind.org](http://www.certmind.org)
  - **Open book:** No.
  - **Modality:** Available online only on the CertMind platform.
  - **Validity :** 5 Years.
  - **Others:** All applicants are required to read and accept the company's code of ethics and terms and conditions.



## Levels of Difficulty: Bloom's Taxonomy

Bloom's Taxonomy is a theory known in the educational sector because many teachers consider it suitable for evaluating the cognitive level acquired in a subject. The objective of this theory is that after a learning process, the learner acquires new skills and knowledge. The following table presents a description of the categories of Bloom's taxonomy present in the certification exam, as well as a description of in the certification exam, as well as the percentage of each type of question in the exam.

Module	Level 1	Level 2	Level 3
Description	<p><b>Knowledge.</b> It can comprise remembering a wide range of elements, from specific data to complete theory. But all that is needed is to bring to mind the appropriate information.</p>	<p><b>Compression.</b> This can be demonstrated by passing, or translating, material from one form to another (words to numbers), interpreting the material (explaining or summarizing), and estimating future trends (predicting consequences or effects).</p>	<p><b>Application.</b> Refers to the ability or capacity to use the material learned in concrete, new situations.</p>
Percentage of questions present in the exam	50%	30%	20%

**Note:** For more information on the monitoring system visit our web site <https://certmind.org>.

**5. Obtaining the certificate:** once the exam is passed and the terms and conditions contract is accepted, the certification is delivered.

## Renewal, surveillance and withdrawal of certification

This phase occurs after the professional has obtained his or her certification. Renewal refers to the reissuance of the certification once its validity has come to an end. Surveillance refers to CertMind's supervision of the professional's performance during the period between certification and recertification to ensure compliance with the stipulations of this certification scheme. The activities that the certified professional must perform in order to obtain recertification are described below:

**1. Application for recertification:** before the certification becomes invalid, the certified professional submits his or her recertification application on the QuizLab platform. In case the certification loses its validity, the professional must go through the certification process again.

**2. Registration of PUC's:** the certified professional is required to register 50 PUC's every 5 years for certification renewal.

For more information about the Professional Update Credits (PUC) system visit our website <https://certmind.org>. The certified professional must attach the supports that accredit the PUC's in the CertMind platform.

**3. Validation of documentation:** the platform verifies compliance with the PUC's of the certified professional, once verified, the recertification application is accepted.

**4. Obtaining recertification:** Once the documents have been validated, the new certification is delivered.

### Criteria for suspension or withdrawal of certification

Certification will be withdrawn from the professional in the following cases:

1. Failure to comply with the code of ethics.
2. Failure to comply with the requirements of the scheme.
3. Unsatisfactory results of the surveillance process.
4. Inability to continuously meet the competency requirements of the scheme.

### Changes to the certification scheme

The Objectives and Key Results certification scheme does not contemplate changes in the scope as there are currently no extensions or reductions in the scope or level of certification..



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