



OKR MASTER & OKR CHAMPION PROFESSIONAL CERTIFICATION



OKRMPC® Version 062022

CertiProf®

OKR Master Certified Professional OKRMPC[®]

Syllabus V062022

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Introduction

- Attendees will gain an understanding about OKRs and how to implement an OKR framework in an organization
- Participants of this program will coach organizations and teams through a successful OKR implementation
- This course incorporates additional learning about corporate goals, agile practices, strategic alignment, and additional techniques
- Digital credentialing through Credly with lifetime accreditation

Learning Objectives

- Understand the importance of business strategic
- Understand how to align the organization around a common strategic direction
- Set objectives that align with the Company's Strategies, Vision & Mission
- Write Key Results that measure the business outcome
- Understand how to set OKR Scoring and Measurement
- Learn the OKR Cycle
- Conduct mid-quarter and quarterly reviews for cross-functional learning
- Get enough knowledge to play the OKR Master/OKR Champion Role
- Understand how to implement OKRs
- Understand all OKR meetings
- Pass the exam

Exam Format and Duration

This study program has an exam in which the candidate must achieve a score to obtain certification in OKR Master and OKR Champion Certified Professional

- Format: Multiple choice
- Questions: 40
- Pass Score: 32/40 or 80%
- Duration: 60 minutes
- Two attempts included (Second chance)
- Supervised: At the Partner's discretion
- Digital credentialing through Credly

Eligibility for Certification

This certification is aimed at all the individuals who want to guide their future professional career in the area of OKR Master and professionals such as:

- CEOs/CXOs/Chiefs of Staff

- HR Professionals
- Change Leaders
- Startup Professionals & Entrepreneurs
- Agile Coaches & Project Managers
- Consultants
- Management position or higher in a corporation
- Business Leaders, Executives
- Employees who will be involved in OKRs definition

Content

Introduction to OKRs I

Activity: Warm-Up
Goal Management: Short History
Goal Management: MBOs
Goal Management: SMART
Goal Management: KPIs
More about OKRs
Balanced Scorecard
Activity
Hoshin Kanri
Mission, Vision, and Strategy
Agile Leadership
Company's Culture: What is it?
Company's Culture: Three Different Layers
Company's Culture: What Is It?
Is your company ready for OKRs?
The Golden Circle - How Companies Often Define their Mission. By Simon Sinek
Activity: Golden Circle
Business Strategy Canvas
Activity: Business Strategy Canvas

Introduction to OKRs II

What companies use OKRs?
Popularity for 'OKR' on Google Trends
What are Objectives and Key Results (OKRs)
Hierarchy of OKRs
Andy Grove, OKR Inventor
Objectives (The "What")
Key Characteristics of Objectives

Objective: Quality Check Criteria
Key Results (The “How”)
Key Characteristics of Key Results
Key Result: Quality Check Criteria
Initiatives
Recap
Organizational Challenges, and Why you Need OKRs
Benefits /OKR Superpowers
More Benefits - John Doerr’s Deck
More Benefits
Committed vs. Aspirational OKRs
Moonshots vs Roofshots
OKR Executive Sponsorship
Executive Sponsor
YouTube’s Corporate Objective

Setting OKRs I

Activity: Talking About Some OKRs
OKR Template
Creating Objectives - Tips
Defining Key Results
Activity: Writing Objectives
Activity: Writing Key Results
How an OKR Works Through your Company
Brainwriting: Ideation Tool to Create OKRs

Setting OKRs II

Where to Develop OKRs
OKRs Process Approach
The OKR Cycle: 3 Steps for OKR Success
Seven Steps for creating Team-Level OKRs
OKR Planning Cycle
Typical OKR Cycle
Sample Annual and Quarterly OKR Timeline
OKR Planning Cycle
Sample Q2 2020 OKR Schedule
Activity: Recap

Aligning OKRs

Activity: Confirming the Alignment
Creating Alignment
Make your OKR Align

- Creating Alignment
 - Alignment – Strict Alignment
 - Alignment – Directional Alignment
 - Strategic Alignment
 - Horizontal and Vertical Alignment
 - Dwight Eisenhower Priority Matrix
 - OKRs Cadence
 - How to Prepare for a Weekly Check-In?
 - Regular Check-Ins
 - What are weekly check-ins in OKR?
 - Benefits of Weekly Check-Ins
 - Types of Check-Ins
 - Grading OKRs
 - OKRs Grading : Example
 - Grading OKRs
 - Grading OKRs: Template
 - Activity: Recap

Managing with OKRs

- OKR Champion / OKR Master
- Roles and Responsibilities: OKR Coach
- Roles and Responsibilities: OKR Owner
- OKR Coaching
- OKRs Coaching Engagement
- Other possible roles including in OKRs adoption
- OKRs and CFRs
- Continuous Performance Management
- CFR - Conversations
- CFR - Feedback
- CFR – Continuous Recognition
- Mapping OKRs with Kanban
 - OKRs Tools
- Top 10 OKRs Issues
- Implementation of OKR will Help the Leader
- OKR Best Practices and Tips
- OKR Master Certified Professional
- OKR Champion Certified Professional