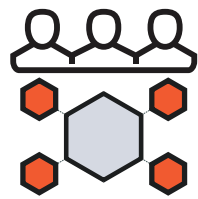


HCI



Human Capital Academy

CREDENTIAL PROGRAM

Throughout your Academy experience, you will receive ongoing mentoring from senior members of HCI's faculty as you use concepts and tools from the certification programs in your real work, applying, and synthesizing what you learn in an Advised Portfolio. We align our certification programs to our Strategic HR Capability Framework. At the conclusion of your Human Capital Academy experience, you will have developed these capabilities which will help you become a strategic, high impact HR professional, no matter what role or responsibilities you have.

Create Strategy-Based Solutions

- Inventory talent management levers
- Design solutions for internal customers
- Scale programs to impact business results
- Manage change

Use Data for Insights

- Assemble the metrics and expertise to test hypotheses
- Analyze data
- Develop actionable insights
- Communicate the context of findings and recommendations



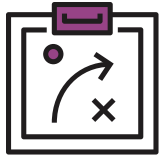
Strategic HR Capability Framework

Know the Business

- Understand current and future business strategy
- Identify industry trends and challenges
- Speak the language of business
- Partner with managers and leaders to build alignment

Consult and Collaborate

- Use a variety of questions to understand needs
- Diagnose root causes of challenges
- Monitor and respond to feedback
- Influence key stakeholders



HCI Faculty Mentoring

The purpose of these mentoring sessions with HCI faculty is to get expert guidance and feedback to apply what you learned from the certification programs. We believe this personalized approach will increase your confidence and grow your Strategic HR Capabilities.

You will receive a mentor after you attend the Academy Orientation session. They are here for you throughout your entire Academy experience. There are eight mentoring sessions: one welcome meeting, a session after each of the five certifications within the Academy, and two sessions to prepare for your Advised Portfolio presentation.

After you pass the certification exam and before the meeting with your mentor, please select one or two tools from the certification toolkit *and* use them at work. The following table provides examples of tools from each certification's toolkit and how they map to each of HCI's Strategic HR Capabilities. You may select *any tool(s)* from the toolkits to use for your mentoring sessions. You also may decide to use the Personal Action Planner as the basis of your mentoring sessions.

Both Human Capital Academy members and HCI faculty members play essential parts within the mentoring relationship and Advised Portfolio. As you both work through the Academy, below are checklists for both parties to remember and execute.




Mentee Checklist (Academy Member)

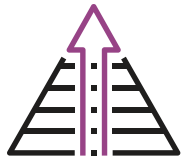
- ✓ When you are first introduced to your mentor, contact them to schedule a welcome call.
- ✓ After you pass your first certification exam, reach out to your mentor to schedule your 45-minute mentoring session.
- ✓ Choose one or two tools from the certification's toolkit or use the action planner at the end of the toolkit to review with your mentor.
- ✓ Prepare questions for your mentor to ask during your meeting.
- ✓ Meet with your mentor for 45-minutes.
- ✓ Describe to your mentor how you have used the tool during a real situation at work and ask any questions that you may have following the certification program.
- ✓ Repeat for a total of five times as you complete each of the five HCI certification programs within the Human Capital Academy.
- ✓ Meet with your mentor two more times to prepare for your Advised Portfolio presentation.

Mentor Checklist (HCI Faculty Member)

- ✓ Your mentee will contact you to schedule a welcome call with you. Use this time to understand their career goals and development plans and establish a relationship with them.
- ✓ After your mentee completes the certification exam, they will select one or two tools from the certification toolkit and bring them to your virtual meeting.
- ✓ Mentees will come prepared with questions.
- ✓ Ask coaching questions during the conversation, such as:
 - What are your top three takeaways/insights/learnings from the certification program?
 - How have you applied what you learned from the certification?
 - How do you better understand your organization and its strategy?

Toolkit Examples by Strategic HR Capability

	 Know the Business	 Consult and Collaborate	 Use Data for Insights	 Create Strategy-Based Solutions
Strategic HR Business Partner	<ul style="list-style-type: none"> • SWOT Analysis Template • Asking the Right Metrics Questions 	<ul style="list-style-type: none"> • Questioning Strategy Template • Client Meeting Preparation Plan 	<ul style="list-style-type: none"> • Telling a Story with Data Checklist 	<ul style="list-style-type: none"> • Talent Interventions • Overcoming Resistance • 4-Step Project Management Template • Project Charter Template
People Analytics for HR	<ul style="list-style-type: none"> • Your People Analytics Challenge Pre-work • Connect to Strategy and Goals 	<ul style="list-style-type: none"> • Engaging Stakeholders • Questioning Strategy 	<ul style="list-style-type: none"> • People and Organizational Metrics • People Analytics Challenge: Compare a Variable Across Groups • Develop an Evidence-Based Recommendation • Checklist: Preparing to Present to Stakeholders 	<ul style="list-style-type: none"> • Develop an Evidence-Based Recommendation
Change Management for HR	<ul style="list-style-type: none"> • Stakeholder analysis tools 	<ul style="list-style-type: none"> • Tactics for Direct Influence • Communication Plan Template • Action Plan: Ambassadors and Super 	<ul style="list-style-type: none"> • Discovery Questions for Human-Centered Design • Tools for Assessing Scope of Change 	<ul style="list-style-type: none"> • Maximizing Capabilities to Implement Change • Job Aid: Coaching Questions
Strategic Workforce Planning	<ul style="list-style-type: none"> • SWP Readiness Assessment • Template: Starting with Strategy • Environmental Scan • Scenario Planning 	<ul style="list-style-type: none"> • Talent Implications Questions • Monitoring and Reporting • Template: Gaining Leadership Support • Stakeholder Preparation Chart 	<ul style="list-style-type: none"> • Template: Current State—Strategic Role • Template: Data Inventory 	<ul style="list-style-type: none"> • Piloting SWP
Strategic HR Leadership	<ul style="list-style-type: none"> • Saying the Strategy • Analyzing Your Team's Design 	<ul style="list-style-type: none"> • Building Trust • Communicating Purpose • Drafting a Team Charter • Forming Stronger Relationships with Team Members • Understanding Your Stakeholders 	<ul style="list-style-type: none"> • Measuring Team Impact with Organizational Metrics • A Measurement Plan for Your Team 	<ul style="list-style-type: none"> • A Learning Solution for Your Team



Advised Portfolio

The Advised Portfolio's purpose is to showcase what you have learned and applied throughout your Academy experience and demonstrate your Strategic HR Capabilities. The Advised Portfolio culminates with a 20-minute presentation in which you will share a real-life example of how you solved a business or talent challenge. The presentation should answer the following questions: What was the problem? How did you solve it? And what was the outcome? When answering those questions, you should use examples of how you knew your business, consulted and collaborated, used data for insights, and created strategy-based solutions.

We will schedule presentations once each quarter. The Academy member will virtually present for 20-minutes to a small group of HCI faculty members, HCI leaders, and some members of the HCI Practitioner Advisory Board. This group will evaluate presentations using a rubric (see next page) that aligns with the Strategic HR Capabilities. As you prepare your presentation, ensure that you are addressing each of these capabilities.

Upon successful completion of the Advised Portfolio, the Academy member will earn their Human Capital Strategy credential. This credential is valid for three years. To renew it, please follow **HCI's recertification process**.



Advised Portfolio Academy Member Checklist

- ✓ Complete the five HCI certifications within the Human Capital Academy.
- ✓ Schedule a 45-minute meeting with your mentor to prepare for your presentation.
- ✓ Prepare a draft of your presentation to share with your mentor for feedback.
- ✓ Meet with your mentor and ask questions.
- ✓ Prepare your presentation deck based on their feedback.
- ✓ Schedule a 45-minute meeting with your mentor to finalize your presentation.
- ✓ Meet with your mentor one last time and get their approval that you are ready to present.
- ✓ Contact HCI to schedule your presentation.
- ✓ Rock your presentation!
- ✓ Earn your Human Capital Strategy Credential.

Advised Portfolio HCI Faculty Member Checklist

- ✓ The Academy member will schedule two mentoring meetings with you to prepare for their Advised Portfolio Presentation.
- ✓ Assess that their presentation answers “Agree” to all these items in the rubric, which is based on the Strategic HR Capability Framework:

Strategic HR Capability Framework	Disagree	Agree
The presenter demonstrated understanding of current and/or future business strategy.	<input type="checkbox"/>	<input type="checkbox"/>
The human capital solution or initiative was aligned to business strategy.	<input type="checkbox"/>	<input type="checkbox"/>
The presenter used the language of business/showed understanding of internal customers and stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>
The presenter demonstrated expertise in talent management solutions.	<input type="checkbox"/>	<input type="checkbox"/>
They diagnosed the root causes of the business challenge/talent challenge.	<input type="checkbox"/>	<input type="checkbox"/>
The presenter analyzed business and talent data to develop greater insight into their challenge.	<input type="checkbox"/>	<input type="checkbox"/>
The presenter created a strategy and data-based recommendation for their client.	<input type="checkbox"/>	<input type="checkbox"/>
The presenter shared their recommendation by creating a compelling story/ influencing their key stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>
The presenter identified and used both business and talent management metrics to measure the success of their initiative.	<input type="checkbox"/>	<input type="checkbox"/>

- ✓ Congratulate your mentee on their new Human Capital Strategy Credential!

Do you have any questions about this process?

Please email support@hci.org. Thank you.