



GInI Exam Preparation Course Delivery Checklist
Course: AIInA® – Authorized Innovation Assessor®

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GInI® – the Global Innovation Institute® – operates the most comprehensive and professionally managed evidence-based innovation certification and accreditation program anywhere in the world – for both individuals and businesses.

GInI® is the only innovation certification body in the world that has employed the role delineation study process to establish its certification examinations.

GInI® has likewise established a series of globally-recognized exam preparation courses designed for preparing individuals to take each certification exam. GInI's **Authorized Providers** deliver GInI's **certification** and **accreditation programs** to individuals and businesses all over the world.

Both **Authorized Training Providers® (ATPs®)** and **Authorized Innovation Providers® (AInPs®)** deliver GInI's **certification programs** to **individual professionals**:

- Certified Innovation Professional® – CInP®.
- Certified Design Thinking Professional® – CDTP®.
- Certified Innovation Strategist® – CInS®.
- Certified Chief Innovation Officer® – CCIInO®.
- **Authorized innovation Assessor® – AInA®.**

GInI® **Authorized Innovation Providers® (AInPs®)**, using GInI **Authorized Innovation Assessors® (AInAs®)** also deliver GInI's **accreditation programs** to **business organizations**:

- Certified Innovative Organization® – CInOrg®.
- Accredited Innovation Lab® – AInL®.
- Accredited Business Incubator® – ABI®.
- Accredited Accelerator Program® – AAP®.
- Innovation Endorsement® – InE®.
- Accredited Innovation Training Program® – AInTP®.

*The following series of checklists are intended to aid GInI's Authorized Providers in preparing for and delivering GInI's **Authorized Innovation Assessor (AInA)®** exam preparation course. By carefully following these step by step checklists, the Provider should be able to deliver this course with full confidence that the course will achieve its intended outcomes.*

*These checklists address the specifics of delivering the **Authorized Innovation Assessor (AInA)®** course. For instructions on how to prepare for and market all GInI exam preparation courses generally, and likewise on how to deliver and conclude these courses, please refer to the GInI® Course Delivery Checklist.*




Understand the duration, structure, format, and outcomes of the AlnA exam preparation course.

<p>Understand the intended duration of the course.</p>	<p>The AlnA[®] exam preparation course is intended to be delivered as a 4-day course with at least 7 hours of contact time each day. If desired, Providers may add additional class time to spend more time on select topics in order to explore them in greater detail.</p>	<input type="checkbox"/>
<p>Understand the intended team structure of the course.</p>	<p>Course participants are to be divided into teams, as they will be working together as teams for the majority of the course exercises. The ideal team size is 5, though it is acceptable for team size to vary between 4 and 6.</p>	<input type="checkbox"/>
<p>Understand the intended classroom format for the course.</p>	<p>The intended classroom format for this course is to arrange a series of round tables about the room where each team will sit together at their table. Ensure that each team can adequately see and hear the instructor at the front of the room.</p>	<input type="checkbox"/>
<p>Understand the expected outcomes for the course.</p>	<p>The expected outcomes of the AlnA[®] course are that:</p> <ol style="list-style-type: none"> 1. Participants are properly exposed to the topical content of the course through a clear explanation of each topic. 2. Participants are able to develop a useable understanding of the course content. This is augmented by: <ol style="list-style-type: none"> a) Deeper instructor explanation <i>(for example, by answering clarifying questions).</i> b) Additional classroom discussion amongst participants. c) Application of the hands-on exercises provided in the Course Exercise Book and Case Study materials. d) Further review and study of the Course Workbook content. 3. Participants are ultimately able to complete and pass the AlnA[®] exam so as to obtain formal certification as a AlnA[®]. 	<input type="checkbox"/>
<p>Ensure your Instructor meets the qualifications for teaching the course.</p>	<p>Your instructor must meet both of the following qualifications:</p> <ol style="list-style-type: none"> 1. Hold current certification as a Glnl[®] AlnA[®]. 2. Previously conducted a CInOrg[®], AlnL[®], ABI[®], or AAP[®] assessment. 	<input type="checkbox"/>





Assemble the core materials required to deliver the AlnA® exam preparation course.

Item	Number	Format	
Course Outline for the AlnA® course.	One only – for your instructor.	XLSX	<input type="checkbox"/>
Presentation Deck for the AlnA® course.	One only – for your instructor.	PPTX	<input type="checkbox"/>
Course Workbook for the AlnA® course.	One hardcopy for each participant.	PDF	<input type="checkbox"/>
GA – Strategy & Program Review.	One hardcopy for each participant.	PDF	<input type="checkbox"/>
GA – Interview Directory.	One hardcopy for each participant.	XLSX	<input type="checkbox"/>
GA – Targeted Interview Dialogues – Completed.	One hardcopy for each participant.	PPTX	<input type="checkbox"/>
GA – Innovation Maturity Assessment Report – InMAR.	One hardcopy for each participant.	PDF	<input type="checkbox"/>
GA – Targeted Interview Dialogues – Open.	One softcopy for each participant.	PPTX	<input type="checkbox"/>
GA – Innovation Maturity Assessment – InMAT.	One softcopy for each participant.	XLSX	<input type="checkbox"/>

Assemble the wall and table posters required to deliver the AlnA[®] exam preparation course.

Item	Number	Format	
Wall Poster – GInI [®] Enterprise Innovation Architecture – EInA [®] .	One only – to hang on a room wall.	JPEG	
Wall Poster – GInI [®] Strategic Innovation Compass – SInC [®] .	One only – to hang on a room wall.	JPEG	
Wall Poster – GInI [®] Strategic Innovation Roadmap – SInR [®] .	One only – to hang on a room wall.	JPEG	

Assemble the core materials required to deliver the AlnA exam preparation course.

Item	Number	
Easel Stand. Ideally with an integral whiteboard surface.	One per team / table. Plus one for the instructor.	
Flip Chart. To be placed on each team's easel stand.	One per team / table. Plus one for the instructor.	
Post-It Notes – multiple pad colors.	4 – 5 pads per team / table. Vary the pad colors.	
Markers – Whiteboard / Universal – multiple marker colors.	2 – 3 per team / table. Vary the marker colors.	

Suggested books for the Course Instructor to read.

Title	Author(s)	Topic	
<u>Innovation Governance:</u> How Top Management Organizes and Mobilized for Innovation.	Jean-Philippe Deschamps, Beebe Nelson.	Innovation Governance	<input type="checkbox"/>
<u>The Alchemy of Growth:</u> Practical Insights for Building the Enduring Enterprise.	Mehrdad Baghai, Stephen Coley, David White.	Growth Strategy	<input type="checkbox"/>
<u>The Innovator's Dilemma:</u> When New Technologies Cause Great Firms to Fail.	Clayton Christensen.	Technological Disruption	<input type="checkbox"/>
<u>The Innovator's Solution:</u> Creating and Sustaining Growth.	Clayton Christensen, Michael Raynor.	Resilient Growth Strategy	<input type="checkbox"/>
<u>The Attacker's Advantage:</u> Turning Uncertainty into Break-through Opportunities.	Ram Charan.	Structural Change	<input type="checkbox"/>

Plan and prepare for delivering the AlnA® exam preparation course.

Establish a detailed agenda for the course.	This will involve a detailed agenda prescribing the times for introductions, recaps, lessons, Q&A sessions, exercises, breaks, meals, and summarizations.	<input type="checkbox"/>
Plan out the logistics for the course, and for each day within the course.	This will involve creating detailed plans for the following: <ul style="list-style-type: none"> • Course location / venue (including ensuring that participants have been provided with directions on how to locate the venue, and any special instructions they will require for parking, sign-in, etc.). • Overall length of the course, in number of days. • The detailed schedule for each day – times and durations for starts, breaks, lunch, ending, etc. Classroom set up – tables, chairs, whiteboards, posters, exercise materials, instructor lectern, projector, audio, etc.	<input type="checkbox"/>

Deliver and conclude the AlnA® exam preparation course.

<p>Establish a detailed agenda for the course.</p>	<p>Refer to the <i>GInI Course Delivery Checklist</i>.</p>	<input type="checkbox"/>
<p>Set up the classroom for being able to deliver the course most effectively.</p>	<p>Refer to the <i>GInI Course Delivery Checklist</i>.</p>	<input type="checkbox"/>
<p>Manage the class.</p>	<p>Refer to the <i>GInI Course Delivery Checklist</i>.</p>	<input type="checkbox"/>
<p>Explain to participants the exam registration process along with the details of the associated certification exam.</p>	<p>Refer to the <i>GInI Course Delivery Checklist</i>.</p>	<input type="checkbox"/>
<p>Ensure that participants feel prepared to take the certification exam (to the extent possible). Providers and their trainers are expected to strongly encourage all participants to prepare for and take the associated certification exam.</p>	<p>Refer to the <i>GInI Course Delivery Checklist</i>.</p>	<input type="checkbox"/>
<p>Use course evaluation forms to solicit and collect participant feedback on the course.</p>	<p>Refer to the <i>GInI Course Delivery Checklist</i>.</p>	<input type="checkbox"/>
<p>Provide to each participant a document certifying their completion of the course (e.g., a Certificate of Completion). GInI expects this of Providers. These documents must bear GInI's logo.</p>	<p>Refer to the <i>GInI Course Delivery Checklist</i>.</p>	<input type="checkbox"/>