



GInI Exam Preparation Course Delivery Checklist  
Course: CCInO® – Certified Chief Innovation officer®

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## GInI® Exam Preparation Course Delivery Checklist Course: CCInO® – Certified Chief Innovation Officer®

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® – CCInO®.**
- 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 **Certified Chief Innovation Officer (CCInO)®** 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 **Certified Chief Innovation Officer(CCInO)®** 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 CCIInO® exam preparation course.

<p>Understand the intended duration of the course.</p>	<p>The CCIInO® exam preparation course is intended to be delivered as a 3-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 CCIInO® course are that:</p> <ol style="list-style-type: none"> <li>1. Participants are properly exposed to the topical content of the course through a clear explanation of each topic.</li> <li>2. Participants are able to develop a useable understanding of the course content. This is augmented by:             <ol style="list-style-type: none"> <li>a) Deeper instructor explanation. <i>(for example, by answering clarifying questions).</i></li> <li>b) Additional classroom discussion amongst participants.</li> <li>c) Application of the hands-on exercises provided in the Course Exercise Book and Case Study materials.</li> <li>d) Further review and study of the Course Workbook content.</li> </ol> </li> <li>3. Participants are ultimately able to complete and pass the CCIInO® exam so as to obtain formal certification as a CCIInO®.</li> </ol>	<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"> <li>1. Hold current certification as a GInl CCIInO®.</li> <li>2. Have studied the entire AIInMB® / confident in its understanding.</li> </ol>	<input type="checkbox"/>

Assemble the core materials required to deliver the CCIInO<sup>®</sup> exam preparation course.

Item	Number	Format	
AIInP <sup>®</sup> Guidebook for the CCIInO <sup>®</sup> course.	One only – for the Provider.	PDF	<input type="checkbox"/>
Instructor's Guidebook for the CCIInO <sup>®</sup> course.	One only – for your instructor.	PDF	<input type="checkbox"/>
Course Outline for the CCIInO <sup>®</sup> course.	One only – for your instructor.	XLSX	<input type="checkbox"/>
Presentation Deck for the CCIInO <sup>®</sup> course.	One only – for your Instructor.	PPTX	<input type="checkbox"/>
Core Innovation Team Interview Cards for the CCIInO <sup>®</sup> course – Digibatics Analytics.	One only – for your Instructor.	PDF	<input type="checkbox"/>
Course Workbook for the CCIInO <sup>®</sup> course.	One hardcopy for each participant.	PDF	<input type="checkbox"/>
Case Study + Answer Key for the CCIInO <sup>®</sup> course – Digibatics Analytics.	One hardcopy for each participant.	PDF	<input type="checkbox"/>

Assemble the wall posters required to deliver the CCIInO® exam preparation course.

Item	Number	Format	
Wall Poster – GInI Strategic Innovation Compass® – SInC®.	One only – to hang on a room wall.	JPEG	<input type="checkbox"/>
Wall Poster – GInI Strategic Innovation Roadmap® – SInR®.	One only – to hang on a room wall.	JPEG	<input type="checkbox"/>
Wall Poster – GInI Enterprise Innovation Architecture® – EInA®.	One only – to hang on a room wall.	JPEG	<input type="checkbox"/>

Assemble the ancillary materials required to deliver the CCIInO® exam preparation course.

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

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 Attacker's Advantage:</u> Turning Uncertainty into Breakthrough Opportunities.	Ram Charan.	Structural Change	<input type="checkbox"/>
<u>Discovery-Driven Growth:</u> A Breakthrough Process to Reduce Risk and Seize Opportunity.	Rita Gunther McGrath, Ian C. Macmillan.	Opportunity Selection	<input type="checkbox"/>
<u>What Customers Want:</u> Using Outcome-Driven Innovation to Create Breakthrough Products and Services.	Anthony Ulwick.	Outcome-Driven Innovation	<input type="checkbox"/>
<u>The Innovator's DNA:</u> Mastering the Five Skills of Disruptive Innovators.	Jeff Dyer, Hal Gregersen, Clayton Christensen.	The Five Discovery Skills	<input type="checkbox"/>

Plan and prepare for delivering the CCIInO® 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.	<p>This will involve creating detailed plans for the following:</p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• Overall length of the course, in number of days.</li> <li>• The detailed schedule for each day – times and durations for starts, breaks, lunch, ending, etc.</li> </ul> <p>Classroom set up – tables, chairs, whiteboards, posters, exercise</p>	<input type="checkbox"/>

Deliver and conclude the CCIInO® exam preparation course.

Establish a detailed agenda for the course.	Refer to the GInI Course Delivery Checklist.	<input type="checkbox"/>
Set up the classroom for being able to deliver the course most effectively.	Refer to the GInI Course Delivery Checklist.	<input type="checkbox"/>
Manage the class.	Refer to the GInI Course Delivery Checklist.	<input type="checkbox"/>
Explain to participants the exam registration process along with the details of the associated certification exam.	Refer to the GInI Course Delivery Checklist.	<input type="checkbox"/>
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.	Refer to the GInI Course Delivery Checklist.	<input type="checkbox"/>
Use course evaluation forms to solicit and collect participant feedback on the course.	Refer to the GInI Course Delivery Checklist.	<input type="checkbox"/>
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.	Refer to the GInI Course Delivery Checklist.	<input type="checkbox"/>