

TMA Certification training

In this brochure you will find information about the TMA Certification Training. This training trains participants to become TMA Professionals who understand and apply talent development.

COURSE INFORMATION

Address: Pythagoraslaan 101 in Utrecht (De Pyth building).

Materials: All course materials can be found in the online learning environment. Additional printed course materials will be provided on the first day of the course.

Price: 1.495,- excl. VAT.

Lunch: is included. If you have any dietary requirements or allergies, please contact trainingen@tma.nl.



BLENDED LEARNING

**3 LIVE
TRAINING
- DAYS**

09:30 – 17:00
in Utrecht

KICKOFF

10:00–11:00
online

E-LEARNINGS

in the online learning
environment

TMA FOLLOWUP

9:00–11:00
online

Purpose of the TMA Certification Training

The purpose of this training is to deeply understand the TMA Method and subsequently apply it in individual-level processes. These individual processes may include coaching, career guidance, and recruitment. Given that decisions at the individual level can have significant consequences, participants must acquire in-depth knowledge of TMA. While the primary focus is on individual trajectories, participants will also gain insights into the broader applications of the TMA Method and its relevance within the organizational context. Upon successful completion of the certification training, participants will receive the 'TMA Certified Professional' certificate.

Training learning objectives

- Understand the theoretical model of the TMA method
- Know the possibilities (and limitations) of the TMA method
 - Individual level
 - Team level
 - Organisational level
- Knows the possibilities and the different TMA reports and is able to work flexibly with them
- Understand the relationship between the TMA tools
- Be able to create competency and talent profiles in the TMA Portal



- Has basic skills for conducting TMA feedback sessions (talent analysis, competency analysis)
- Understand the difference between competencies, drives and talents
- Awareness of prerequisites for conducting Talent and Competency Analyses
- Can make a match between a candidate's drives/talents and the competencies of a profile
- Knowledgeable About Competency Development
- Can explain a performance matrix and can provide match and development advice based on TMA analyses

Blended learning and online environment

The training consists of blended learning, which means a significant portion takes place in the online learning environment called Learningstone. This online component complements the live, classroom-based training days, during which ample time is allocated for practice.

We begin with an online kickoff. Even before the first training day, participants engage in preparatory work online. It is essential that you complete online tasks in advance for each live training day.

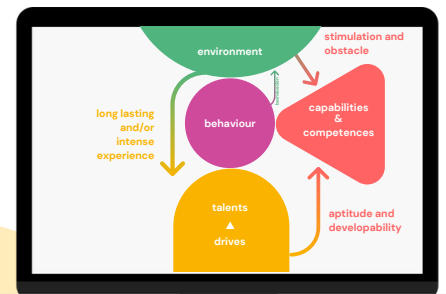
workload

- Own TMA Talent Analysis and feedback interview **2 hours**
- Online kickoff **1 hour**
- Classroom contact hours training (online or on location) **21 hours**
- Self-study online learning environment **6 hours**
- Practical assignments **10 hours**
- Total study load: **40 hours**



Training components

- 1 hour online kickoff
- 3 whole live training days
- 18 hours of online self-study and practical assignments



Criteria before you begin

- **A Completed, Recent TMA Talent Analysis (not older than 1 year) and a feedback session with a TMA Professional.**
- **Completion of Preparatory Work in the Online Learning Environment.**

TMA Certification Training Program

Training day 1

Goals

- Understand the theoretical model of the TMA method
- Has basic skills for conducting TMA feedback sessions (talent analysis, competency analysis)
- Understand the difference between competencies, drives and talents



General introduction

- Program and house rules
- Introduction

Introduction to the TMA Method

- Teaching the TMA Behavioral Model, emphasizing the distinction between talents and drivers
- Discussing Drivers in both theoretical and practical terms
- Interpreting TMA Talent Analysis Reports
- Understanding the TMA Talent Analysis Process, including the portal
- Structuring Talent Conversations and setting the prerequisites.
- Practicing Talent Conversations.
- What to do if candidates do not recognise themselves?
- Introducing homework for the next day.



TMA Certification Training Program



Training day 2

Introduction

- Summary of the Previous Training Day
- Intersession based on personal TMA conversations
- Understanding the Interrelation of Drivers (Motivators)

Profiling and matching with the TMA method

- Link between talents and competences
- Developability of competences based on drives
- Process steps for matching
- Explanation of match reports

Measuring competence level

- Process of a competency analysis
- Prerequisites for starting feedback analysis
- feedback analysis in case study
- Performance matrix in case study

Develop

- Development potential + providing a brief case study and letting them discuss it with each other.
- Simulation based on a case study



TMA Certification Training Program

Training day 3

Introduction

- Welcome back: Summary of previous training day
- Certification questions

Mobility

- Overview of TMA instruments that can be used for mobility
- Core competencies and values and TMA
- Transition issues and TMA
- Case studies on data-driven and team-driven issues

Case Study

- Agonda case study for practicing TMA for mobility within organizations and teams

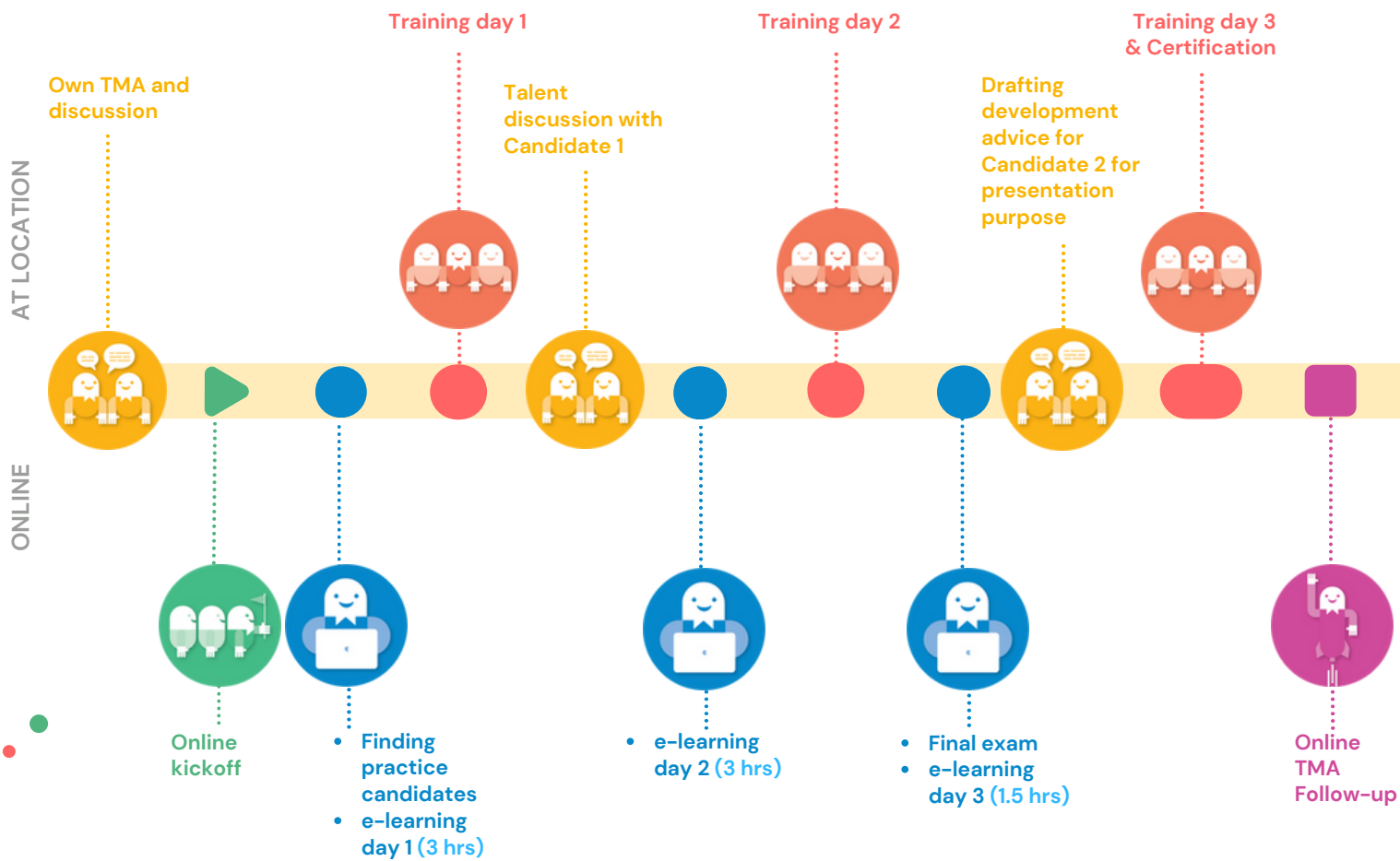
Certification

- Feedback on written exam
- Brief individual presentation in groups about practice candidate
- Certificate distribution and celebration



TMA Certification Training Timeline

TMA Certification Training Planner



Do you have any questions? Feel free to contact us, you can reach us by phone at 030-2670444 or via email at trainingen@tma.nl



TMA Certification training



**Are you excited to develop
yourself into a TMA
Professional?
We hope to see you soon!**



CANCELLATION POLICY

By registering for the training course, you commit to the dates set out in your confirmation.

Cancellation of the entire training

If, unfortunately, you can no longer participate, you can cancel the training free of charge up to 4 weeks before the start of the training. If you cancel the training less than 4 weeks before the start, a fee of € 350 will be charged. This also applies if you reschedule the training for another time.

Cancellation of a (part of a) day

If you cannot participate in one of the training sessions, you can cancel this specific session free of charge up to 4 weeks before its scheduled date. If you cancel one or more sessions less than 4 weeks in advance, a fee of € 175 per session will be charged, up to a maximum of € 350.