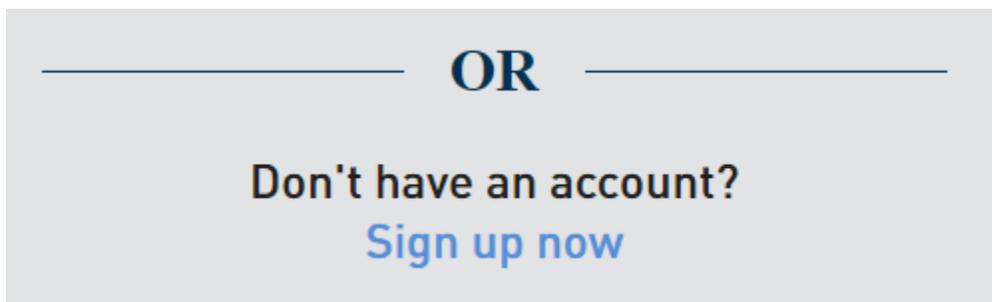


REGISTERING IN THE GLC DIRECTORY

To register on the GLC platform, please go to www.growlearnconnect.org and click on SIGN IN in the top right corner:



Scroll down to the bottom and select DON'T HAVE AN ACCOUNT? SIGN UP NOW



Enter your email and click on SEND VERIFICATION CODE

Please provide the following details.

Email Address

Send verification code

At this time, you will receive a message from MICROSOFT ON BEHALF OF THE WORLD BANK GROUP with the code:

Verify your email address

Thanks for verifying your [\[redacted\]](#) .@gmail.com account!

Your code is: 415836

Sincerely,
The World Bank Group

This message was sent from an unmonitored email address.
Please do not reply to this message.



Enter that code into VERIFICATION CODE and continue with your registration:

New Password

Confirm New Password

Display Name

Given Name

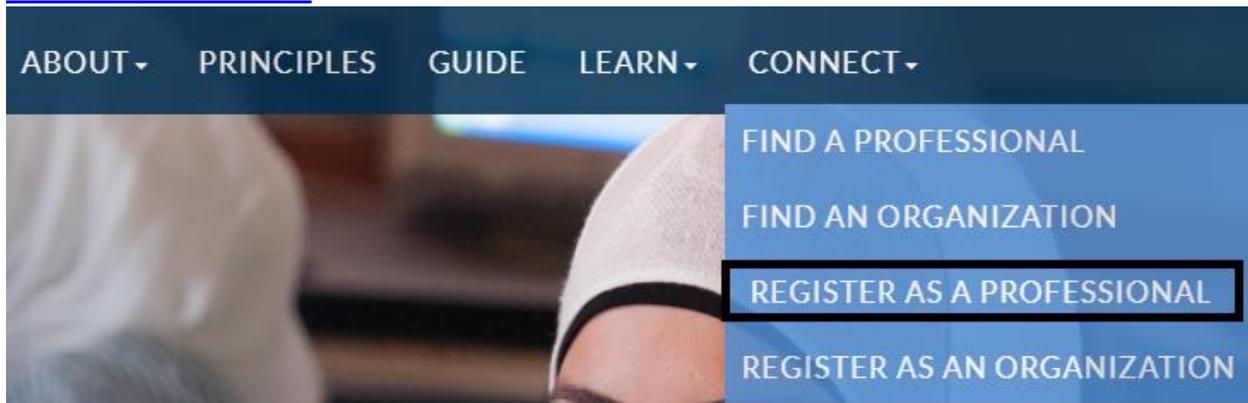
Surname

Please note that the password must be between 8 and 64 characters and have at least 3 of the following:

- a lowercase letter
- an uppercase letter
- a digit and
- a symbol

Once you click CREATE, you will be taken to the home page. Now you are registered **as a GLC user** and can download publications and resources, view detailed profiles of training professionals and contact them, if necessary.

To create your **trainer's profile**, please go to tab CONNECT and click on [REGISTER AS A PROFESSIONAL](#).



We remain committed to registering only quality-assured training professionals. Therefore, at this point, all registrants will have to indicate how they meet **eligibility criteria** and upload relevant evidence for us to verify.

Eligibility criteria may include one of the following:

- Participation in one of IFC's capacity-building programs.
Please upload a certificate of training or certification received from the IFC capacity-building program.
- Participation in or graduation from a non-IFC program or a course of study, such as training of trainers, training of assessors, instructional design, training needs assessment, training impact assessment, coaching skills, or similar.
Please upload a certificate or diploma received from any institution other than IFC.
- Provision of a performance improvement service that includes training, coaching, instructional design, or similar, which resulted in a commendation letter from a client testifying to the excellence of service provided.
Please upload a commendation letter from a client.

Please rest assured that any evidence submitted as part of verification process will only be used by admins for establishing your eligibility. None of these files will be published on the GLC website or shared with any third parties.

Once you submit evidence of your eligibility, please click SUBMIT and continue to fill in the training professional questionnaire.

Please make sure your profile is complete. Remember to upload a photo and also include a bio. We request that the bio be written in a professional tone, be grammatically and stylistically correct, concise and to the point. You can use some of these tips:

<https://www.grammarly.com/blog/how-to-write-bio/>

<https://www.indeed.com/career-advice/career-development/guide-to-writing-a-bio-with-examples>

<https://www.themuse.com/advice/the-professional-bio-template-that-makes-everyone-sound-accomplished>

Kindly note that information about completed IFC courses and certifications (below are examples) will be entered by admins during the time of profile publication.

COURSES COMPLETED

Facilitating Face-to-Face Learning (FFF)
29 May, 2008

Training of Master Trainers (ToMT)
27 May, 2009

Designing Face-to-Face Learning (DFF)
16 May, 2014

IFC CERTIFIED MASTER TRAINER IN FACILITATING
LEARNING (SINCE 2010)

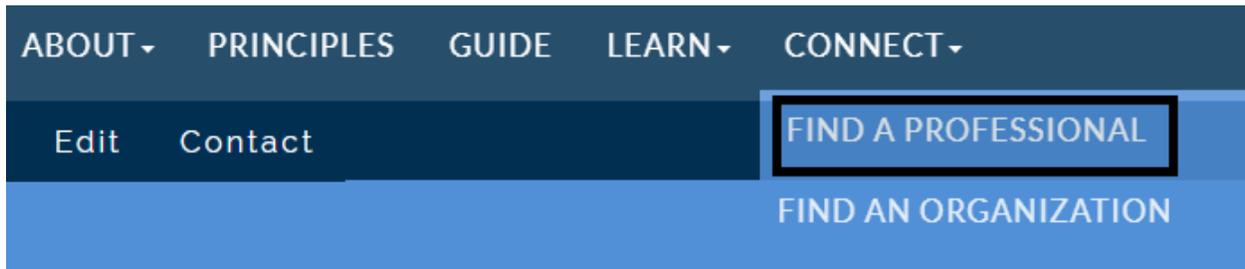


IFC - LPI CERTIFIED ASSESSOR (SINCE 2020)

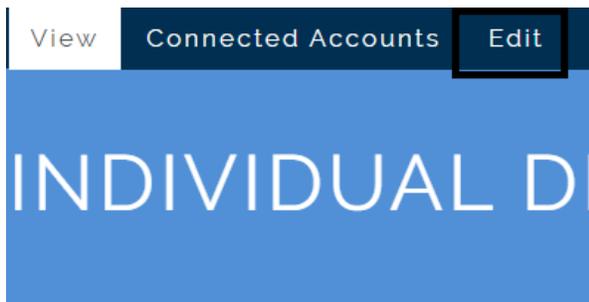


When you're done, please read and agree to the terms and conditions and save your profile. Does everything look good? Need to make more changes? Get back to the REGISTER AS A PROFESSIONAL tab – the system should remember your answers. Polish your profile as much as you need until you're happy with the result. Save your changes.

At this stage we will receive a notification that your profile has been created. Our team will review the profile and approve it within 48 business hours (please give us more time during holiday seasons). Once your profile is approved, it will be published in the directory of individual training professionals and could be accessed through [CONNECT](#) tab – [FIND A PROFESSIONAL](#):



If you need to make changes to the **published profile**, please navigate to your profile and find the button EDIT in the top left corner above the light blue ribbon that says INDIVIDUAL DETAILED PROFILE



[HOME](#) / [CONNECT](#) / [FIND A PROFESSIONAL](#) / [IN](#)

If you are employed by the training organization (or a different type of organization that offers training as a second line of business) and would like to add it to the directory, you can do it as well by asking the company representative to fill in the [ORGANIZATION](#) profile.

Please note that in order to be registered in the [DIRECTORY OF TRAINING ORGANIZATIONS](#), a company/organization must meet at least one of the following eligibility criteria:

- Your organization is a former IFC training partner.

- Your organization provides performance improvement services, such as training, coaching, instructional design, among others, and these services are your organization's primary or secondary line of business as evident from the organization's website or other sources.



Please notify us who will be in charge of that page going forward and what's your relationship with that specific organization.

When the organization's profile is approved and published, please remember to tag it in your own profile to demonstrate your affiliation.

Now that you're a fully registered training professional, feel free to share the link to your profile with clients and partners (they will need to create user accounts before they can see your page) and also connect with other training professionals to form partnerships. In order to contact another training professional, please navigate to their page and click on CONTACT under the photo.

We are wishing you a pleasant and successful journey as you continue to GROW, LEARN and CONNECT.