



## An Overview of Highlands Certification Training

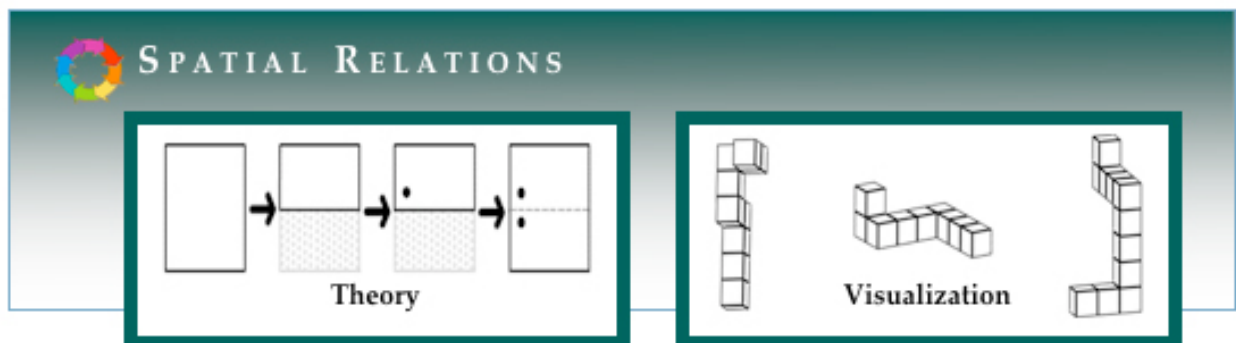
The Highlands Certification Training is a comprehensive training program that enables qualified applicants to serve as consultants of The Highlands Company. The Highlands Company is the publisher of the Highlands Ability Battery (HAB), a high-tech career assessment that measures natural abilities.

By becoming a Highlands Certified Consultant, practitioners can provide clients or staff with a reliable measure of their natural abilities allowing them to make maximum use of abilities in life, school, and career.

The completion of the HAB is the first step of an approach called *The Highlands Whole Person Method*. The second step consists of more than 30 pages of data contained in easy-to-follow automatically-generated reports. The third step is the feedback consultation, also called a *debrief*. The fourth step is the application of the *Highlands Whole Person Model*.

### Step 1 - The High-Tech HAB

The key to the HAB is its objectivity. The HAB is sometimes called a test, but that is a misnomer. Because the HAB consists of a series of timed work samples, it is neither a subjective self-reporting device nor a measure of skills and knowledge. Instead, it is an objective assessment of the relative ability to perform defined tasks, which measure natural abilities.



The work samples above measure two types of Spatial Reasoning.

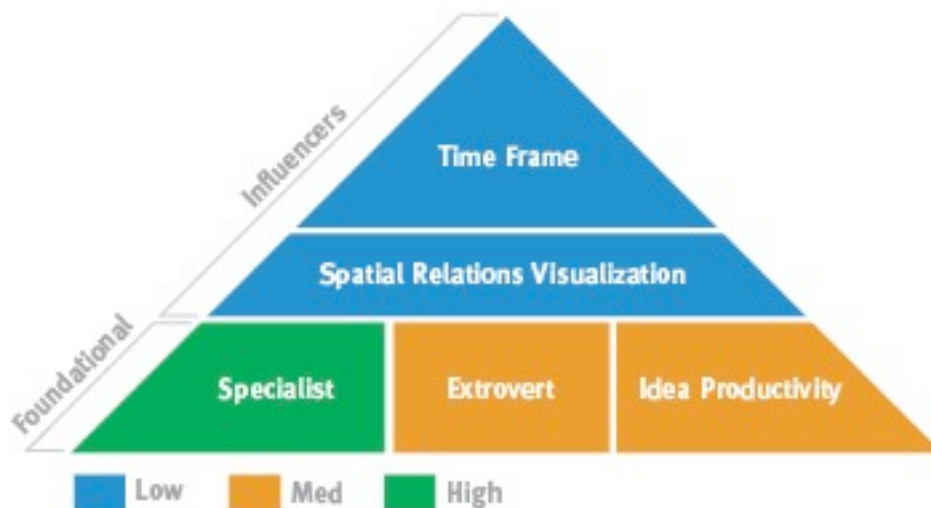
Scores on this scale indicate whether an individual is a structural or abstract thinker. Some experts in the field of abilities assessment consider this one of the most important factors to consider when planning a work role.

## Step 2 - Reports

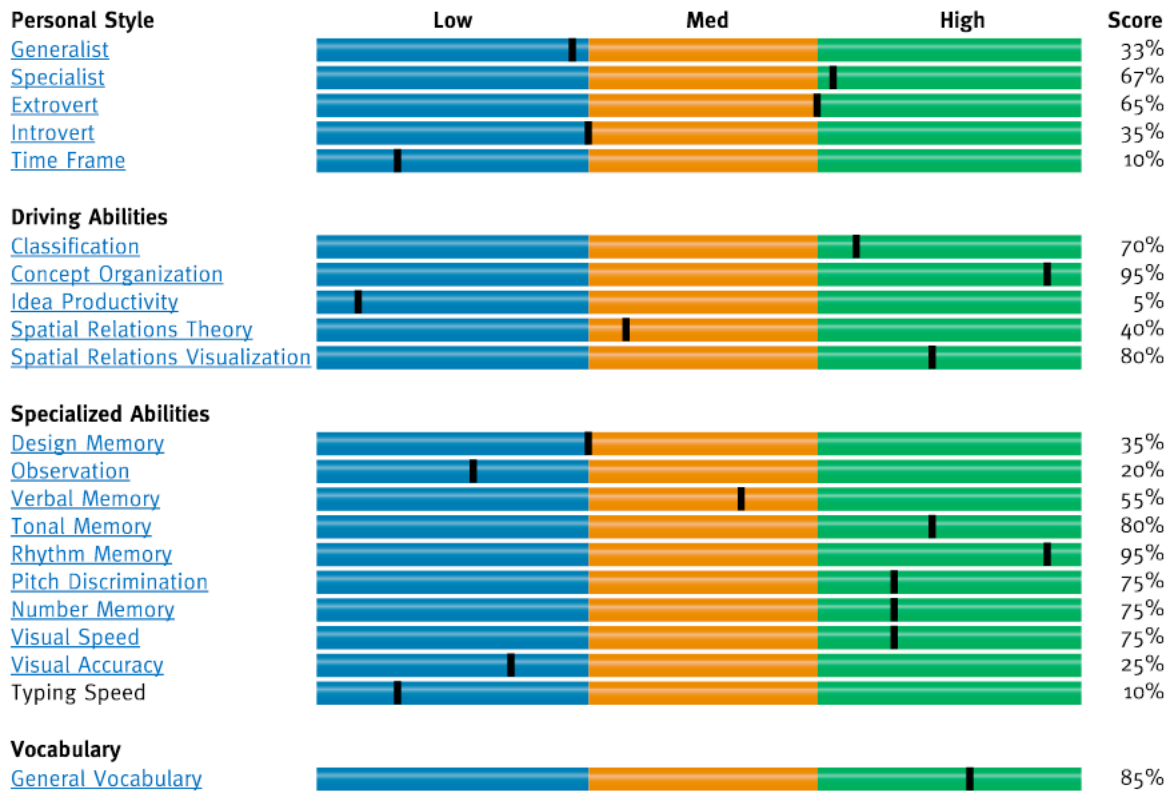
At completion of the HAB, the individual and the consultant receive the standard HAB report online. Additionally, there is a Highlands Career Exploration Supplement (HCES) for students and career changers as well as a Lawyer's Report and a Business Leader's Report for those in these respective positions.

The HAB report begins with a bar chart showing the score achieved on each work sample. Each score is expressed as a percentile on a continuum of scores achieved by the thousands of individuals who have completed the HAB. Working with the scores shown on the bar chart, the report describes the work sample that produced each score, the meaning of each score, and the significance of each score. The report concludes with a section on the four key dimensions of work/life into which these talents are woven (i.e., work environment; personal style, learning, problem-solving; decision making; and communication).

Shown below is a sample pyramid found in the HCES that shows the abilities that make up each Ability Pattern. Foundational abilities (most crucial) are at the bottom with influencing abilities layered on top.



Sample bar chart contained in a typical HAB report.



### Step 3 - Debriefs

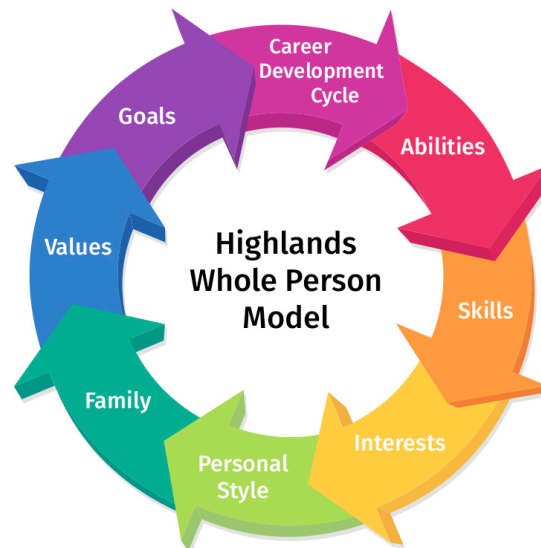
Although the HAB report is comprehensive, it inevitably leaves many questions that can only be answered by a trained consultant. The consultant relates the meaning of the HAB scores to the client’s needs and interprets how the scores can be effectively used to make career and life decisions. Because of the depth and specificity of the information contained in the report, only professionals trained and certified by The Highlands Company are permitted to offer the HAB and debrief.

Debriefs can be either an individual consultation or a group program. The individual debrief is a two-hour, one-on-one conference conducted either face-to-face or by telephone between the consultant and the individual. Group debriefs consist of a live presentation or workshop conducted by a Highlands Certified Consultant among a group of individuals who have completed the HAB. Group debriefs are most effective among homogeneous groups with common interests and objectives. Instruction in group debriefs are now an integral part of the Highlands Certification Training Program.

## Step 4 - Whole Person Model

By the time an individual completes the HAB, many factors beyond natural abilities have combined to make him or her the person who faces life and its challenges every day. The Highlands Whole Person Method understands and teaches that these other factors form an essential part of the interpretation of the HAB scores.

There are eight critical factors that combine to make the whole person. These factors are represented in the Highlands Whole Person Model.



### 1. Natural Abilities

These are identified by the HAB.

*"A person is happiest and performs best when natural abilities are employed to the fullest."*

### 2. Skills

Skills are critical factors. They are tasks the individual has learned to do well. They are markers that help to show how well an individual is taking advantage of his or her natural abilities.

### 3. Personal Style

Every individual has developed unique speech patterns, body language, social devices, etc. Because other individuals respond either more or less favorably to a person's style, it's important to identify its ingredients in each individual.

### 4. Interests

Over the years, a person develops interests unique to him or her. When these are identified and recognized, the individual can be helped to combine these with abilities to achieve a fuller and more integrated use of both.

## 5. Family of Origin

Help clients understand how family members and family history have shaped their lives, their work preferences, and their work ethic. This is both an enjoyable and an enlightening process that helps to make more informed job and career choices.

## 6. Values

Help the individual to recognize and define values. When a sense of values is combined with a knowledge of the other factors in the Highlands Whole Person Model, the individual is helped to bring plans and choices into focus.

## 7. Goals

Every person has goals that control and drive activities both every day and over the foreseeable future. These may need to be modified in the light of natural abilities and the other factors on the model.

## 8. Career Development Stages

Everyone confronts turning points in life. When they occur in career development, the issues can be self-motivated, or they can be caused by external forces (e.g., company downsizing). The individual is helped through these transitions by a clearer understanding of his or her abilities.

## ***An Understanding of Natural Abilities - The Crux of it All***

Our natural abilities are those elements of talent or aptitude that stabilize early in life. They are as unique to each individual as his or her genomic patterns. Abilities mature over childhood and fully develop by age fourteen. They are not affected by practice or neglect; they are neither measures of intelligence nor reflections of experience.

There is no right or wrong or good or bad in an individual's ability profile. The critical factor is the way in which all natural abilities have combined. Abilities testify to a person's uniqueness – who they are and how their special gifts can best be used.

The function of the HAB is to measure each person's specific abilities. These measures then enable the consultant to explain their significance to the individual. The HAB may show, for example, that Individual A has a low score on the work sample which assesses Spatial Relations Visualization while Individual B has a high score. What do these scores indicate?

For individual A (a person with low Spatial Relations Visualization), they indicate, among other things:

- Is an abstract thinker who is quite comfortable in work that deals with words, ideas, concepts, principles, values, people, relationships, information, or influence
- Is not likely to experience a strong pull to be involved in the concrete world of physical objects in your work

For individual B (a person with high Spatial Relations Visualization), they indicate, among other things:

- Is a structural thinker and can easily think in three dimensions as well as visualize and mentally manipulate objects in space
- Can experiment mentally with different options, arrangements of objects, or possibilities of systems without actually having to see them

*“If a person works in a way that matches his or her unique ability patterns, the chances of achieving success and of being satisfied with study and work increase*

Research has shown that certain kinds of tasks in learning or in the work world use certain patterns of abilities. If a person works in a way that matches his or her unique ability patterns, the chances of achieving success and of being satisfied with study and work increase markedly.

## **Certification**

Once certified, a consultant is authorized to purchase the HAB and to administer the online assessment and the resulting individual and group debrief to clients. Most Highlands consultants find that certification in the HAB opens the door to a new and valuable individual assessment tool that facilitates coaching, counseling, and consultation.

To qualify for training and certification, applicants are required to have an appropriate level of education and/or experience in the fields of consulting, psychology, counseling, coaching, corporate consultation, career consultation, educational consultation, human resources, or in related fields.

## Training Program

Training in the Highlands Whole Person Method is provided by a Highlands representative with years of experience in conducting the Highlands Certification Program. Highlands training can be completed either live at our Atlanta training site or by telephone. Live training is conducted monthly over two consecutive days.

Telephone training consists of eight group-participatory telephone calls over a period of four weeks. Each call is approximately two hours long. Each trainee is required to complete the HAB and debrief and to conduct two practice debrief conferences, which are monitored by Highlands training staff.

The total cost of training is **\$2,050**. Upon certification, consultants are qualified to offer both individual and group debriefs.

## Results

### Those who take the HAB receive

- Maximized individual performance through greater self-awareness
- A chance to work with less stress and more enjoyment
- Enhanced career opportunities due to clarity resulting from objectively-measured talents
- Greater efficiency in problem-solving and decision-making
- More effective communication skills
- An understanding of how abilities affect job or school performance
- A way to plan more effectively for career and educational opportunities
- An understanding of how to deal more positively and effectively with individual differences

*“Unlike other career assessments, the HAB provides objective results.”*

## Highlands Certified Consultants receive access to

- The HAB, an online self-scoring instrument that measures client abilities reliably and objectively without administrative intervention
- Sophisticated digital reports that analyze client performance on the HAB and enable extended counseling and consultation based on these results
- Affiliation with a reputable career assessment publisher. Consultants receive a badge to reflect certification, which can be published online and in other marketing materials
- The support of Highlands personnel in expanding a business around the HAB, which includes:
  - An online directory listing
  - Marketing tutorials and marketing materials
  - Monthly teletrainings on various topics
  - Wholesale pricing and volume discounts on most Highlands products
  - Volume discounts for the HAB are as follows

|           |             |  |
|-----------|-------------|--|
| Quantity: | Unit Price: | *Special client pricing offered for schools, students, non-profits, government agencies and institutions: HAB @ \$60 each (no minimum qty required). |
| 1-499     | \$70        |  |
| 500-999   | \$60        |  |
| 1000+     | \$50        |  |

## The Fine Print

Prior to the commencement of training, applicants are expected to sign a contract that will control a Highlands relationship. The contract may be reviewed in advance upon request. The contract is for a period of one year and is subject to renewal from year-to-year, subject to an annual license fee of \$250.

Certified consultants are expected to administer a minimum of 10 debriefs per year and use the HAB and conduct the debrief conference in a manner consistent with training and in the highest professional tradition.



## Certification Requirements:

- Completed application and agreement
- 3-hour HAB
- 2-hour individual debrief
- 16 hours training (8, 2-hour phone or 2, 8-hour days on site)
- 10 hours practice (2 practice write-ups and 2, 2-hour practice debriefs)
- **\$2050** if you haven't taken the HAB, **\$1800** if you've taken it in the past 5 years
- \$250 annual dues

## As a Highlands Certified Consultant You Get:

- Wholesale pricing on HAB
- Free listing on THC website (with optional premium listing for fee)
- Opportunities to highlight your work on THC blog
- Access to a network of like-minded colleagues for ideas and support
- Free on-going teletrainings
- Access to editable marketing pieces and PowerPoint presentations for your use

**For further information and an application for training, contact Kim Mumola at 800-373-0083 or [kim@highlandsco.com](mailto:kim@highlandsco.com).**

## About The Highlands Company

Over seventy-five years ago, Johnson O'Connor, a research scientist who devoted his life to the study of human abilities, developed a series of tests that were first conducted in a lab and then later on paper. O'Connor's research team believed that every individual starts with a set of hard-wired abilities making certain tasks easier to complete. That research also suggested that those abilities can be measured successfully using timed exercises—usually, after the age of fourteen. For years, they conducted the tests and compiled an incredible amount of data that set the stage for identifying patterns in human ability sets.

In 1992, The Highlands Company acquired the rights to the test, which we named The Highlands Ability Battery (HAB for short). Now, hundreds of certified consultants all over the globe are working with individuals to identify their natural talents and with organizations to improve employee job satisfaction, efficiency, and much more.

Learn more about [highlandsco.com](http://highlandsco.com).



## Highlands Ability Battery (HAB)

*High-Tech Career Assessment*

### The Highlands Company

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