



*Deepen Your Understanding  
of Human Aptitudes*



***Transforming Careers  
with  
Data-Driven Results***

## Highlands Certification Training Overview

### ***Introduction to the Highlands Certification Training Program***

Highlands certification training is an extensive program designed to empower career consultants with a scientifically backed aptitude testing program, exclusively utilized by highly trained professionals.

The aptitude testing program features at its foundation the gold standard among assessment tools, the Highlands Ability Battery (HAB), and offers a comprehensive package that includes client-centered reports grounded in data-driven insights. Clients benefit from a debrief consultation, or feedback, with a skilled consultant. The program provides an objective basis for clients to make informed decisions regarding their personal, educational and career paths. It also equips them with the knowledge and tools necessary to adjust within their current career fields, adapt to life's changing circumstances and ultimately find the ideal career fit.

**Highlands Certified Consultants** (HCCs) are a diverse group, encompassing coaches, counselors and other career professionals who have leveraged the HAB to develop customized applications for a growing variety of client focuses and deliver those services through an array of platforms, including private coaching and counseling practices, business and executive coaching and consulting, public and private schools, independent educational and tutoring services, outplacement organizations, in-house professional development, faith based organizations and more.

*The primary focus of the certification training program is for the HAB practitioner to become proficient in the definition, measurement, and significance of each of the cognitive abilities (aptitudes) measured for interpretation with their client.*

## Highlands Certification and Affiliation

Certification in Highlands provides access to an invaluable assessment tool and programs that greatly enhances consultant capabilities in coaching, counseling and consultation. Certified consultants gain authorization to acquire and administer the HAB for a diverse range of applications, such as:

- Assisting students in their quest to find the most suitable college, area of study and career path
- Guiding adults through career transitions and transformations
- Supporting Leaders and other professionals in developing improved communication, problem-solving and collaboration skills for more effective interactions with others

### Highlands Certified Consultants enjoy an array of exclusive benefits, including:

- **Highlands Ability Battery:** Access to a comprehensive standardized online assessment at a consultant-discounted rate of \$60/\$70 each with special pricing and volume discounts available.
- **Client Reports:** A diverse range of Highlands Ability Battery reports tailored to address specific objectives. These reports include the Standard report and Career Exploration Supplement (both student and adult versions), Leadership, Lawyer, Learning Strategies and Four Key Dimensions reports. Clients have access to HAB reports over their lifetime for pivotal moments and career transitions.
- **Highlands Marketing Support:** Consultants can leverage a suite of marketing materials that can be personalized with their branding. Additionally, they are listed in the Highlands online directory and can proudly display the Highlands certification badge for recognition.
- **Highlands Technical Support:** Technical support for consultants and clients alike is available weekdays, evenings and weekends.
- **Consultant Continuing Education:** Ongoing professional development is provided through regular Zoom training sessions held 3-4 times a year, open to all Highlands Certified Consultants. These sessions cover a wide range of topics to enhance consultant expertise.



**Highlands Certified Consultant Training is accredited by the International Coach Federation for 32 hours of continuing education credits in the following areas: Core Competencies 14 hours, Resource Development 18 hours.**

## ***Certification Training Program - The Process***

The Highlands Certification Training program is delivered virtually through Zoom Web conferencing across two intensive eight-hour days. During this virtual training, participants benefit from a total of 16 hours of dynamic 'live' instruction, led by Dr. Dori Stiles, the Director of Training at Highlands.

Here is the schedule for both days, all times listed are in the Eastern time zone:

- Morning Session: 8:30 AM to 12 PM
- Afternoon Session: 1:00 PM to 5 PM

To successfully attain certification, attendees must complete a post-Zoom homework assignment, along with two practice feedback sessions with Dr. Stiles.

Prior to the training, all trainees are required to have personal experience taking the HAB and receiving an individual 1:1 feedback consultation with a certified Highlands Consultant. This prerequisite is essential for effective participation in the training.

The comprehensive training program is priced at \$2,050, which includes the HAB and feedback. For individuals who have already completed the HAB and feedback process, the training is available at a reduced rate of \$1,725.

To become eligible for our training and certification program, applicants should possess a suitable level of education and/or experience in fields such as consulting, psychology, counseling, coaching, corporate consultation, career consultation, educational consultation, human resources, or related areas. To initiate the registration process for the training, complete the [Highlands Training Application](#) and submit the completed application to the attention of Kim Mumola at [Kim@HighlandSCO.com](mailto:Kim@HighlandSCO.com).

### ***Important Details***

Highlands Consultants are required to execute a contract that will govern their relationship with Highlands. This contract is available for review here- [Highlands Affiliate Agreement](#). Consultant affiliation is subject to an annual license fee of \$250.

Certified consultants are expected to use the HAB and conduct the debrief conference in the highest professional tradition in a manner consistent with training and in accordance with the Highlands terms and conditions of use for the HAB: The Highlands Ability Battery (HAB) is not normed for use by employers to predict performance or success in a job, or screen applicants for hire or selection purposes. The HAB is to be used exclusively by Highlands Consultants who have been trained and certified in the administration of the HAB and the interpretation of the Highlands report publications to equip individuals with knowledge of their aptitudes for making occupational and educational choices.



**The Highlands Aptitude Testing Program comprises three essential steps:**

**Step 1: HAB Completion:** The initial step involves completing the Highlands Ability Battery online

**Step 2: Data Analysis:** Following completion of the assessment, score results are automatically generated into a variety of comprehensive reports

**Step 3: Feedback Consultation (Debrief):** This step involves the consultation with a certified consultant to review the assessment results and their implications for education and career

**Assessing Natural Abilities – The Instrument (Step 1)**

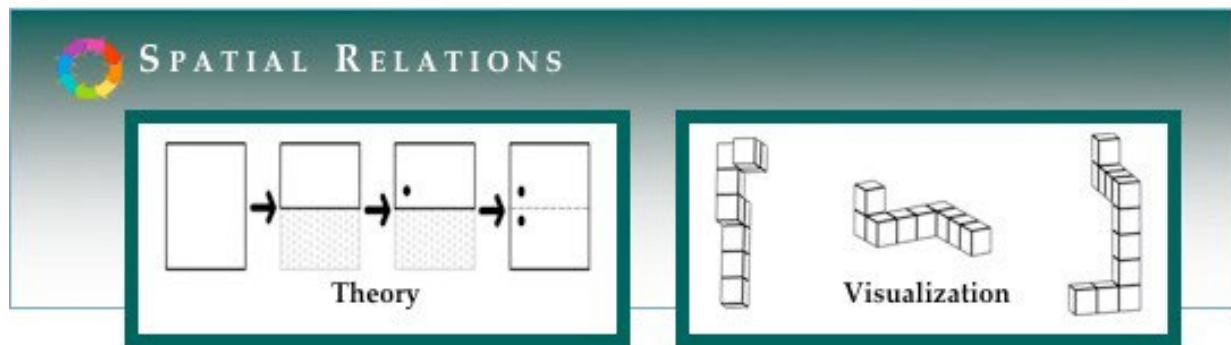
Highlands certification training is centered around the administration of the [Highlands Ability Battery](#) (HAB), renowned as the gold standard among human assessment tools. The HAB is rooted in the groundbreaking research of Johnson O’Connor, a research scientist who dedicated his life to the study of human engineering. Over nearly a century of research, which began with Johnson O’Connor and continues through the [Johnson O’Connor Research Foundation](#) has established that each individual possesses a unique pattern of abilities, that inherently make certain tasks easier to complete.

Originally conducted in a traditional paper-and-pencil format during in-person sessions, the Highlands Company made a significant leap by transitioning the HAB to an online assessment format in 2004. Distinguishing itself with its objective measurement of 18 attributes, the HAB sets itself apart by evaluating abilities based on *performance, rather than relying on perception*. Participants engage in online exercises that involve tasks like recreating designs from memory, manipulating spatial blocks, and

sequencing images logically, all within predetermined timeframes. This focus on timed performance yields significantly more reliable results compared to assessments based on self-perception.

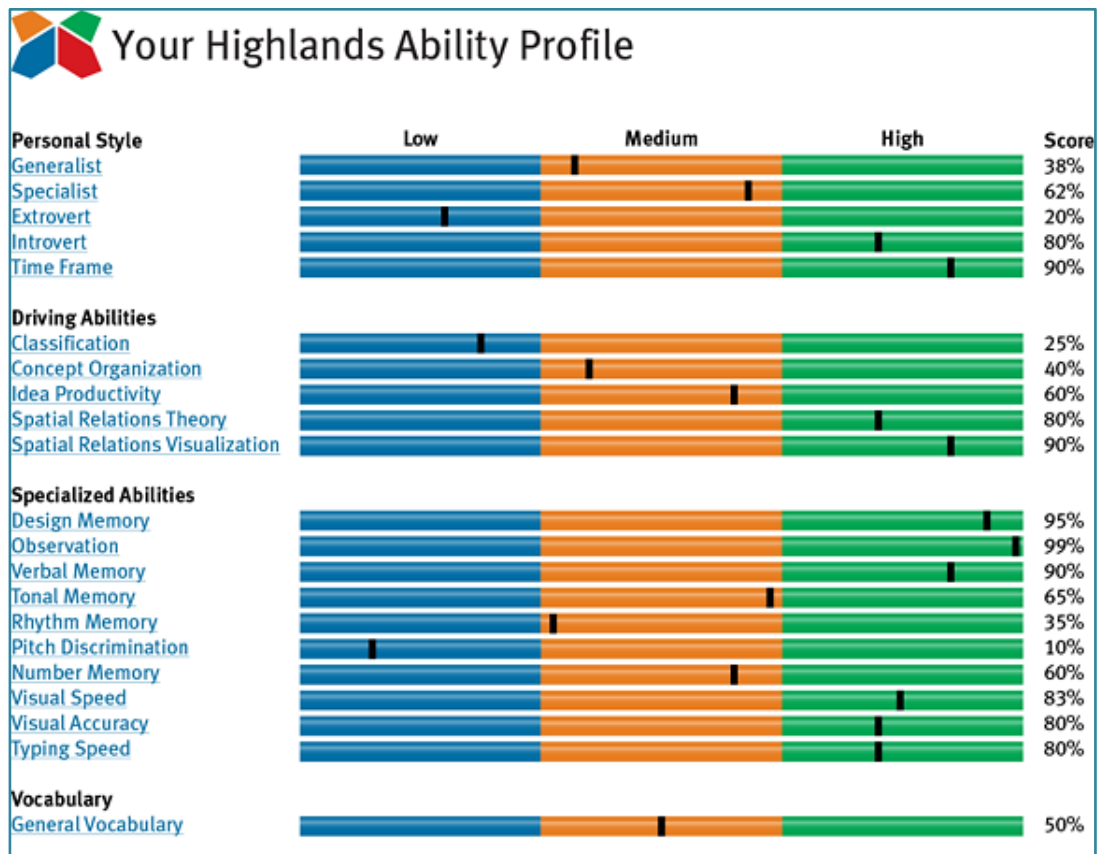
To learn more about the research underpinning the HAB, you can explore the resources available here- [HAB Technology and Research](#).

Pictured below are examples of HAB worksamples that assess two types of Spatial Reasoning. Scores on this scale provide valuable insights into whether an individual is more inclined toward structural or abstract thinking- a factor considered by many experts in the field of abilities assessment to be of paramount importance when determining an individual’s suitability for specific work roles.



### What Does the HAB Measure?

The HAB measures 14 abilities, three personal style dimensions, and one skill.



**Personal Style** – Every individual has developed speech patterns, body language, social devices, and personality traits unique to him or her. Recognizing these components is crucial for improving interpersonal interactions. The HAB assesses three dimensions of personal style: Generalist/Specialist, Extrovert/Introvert, and Time Frame.

**Driving/Reasoning Abilities** – These powerful abilities exert significant influence over our professional lives, making them essential considerations when determining suitable roles and responsibilities. They encompass two types of convergent reasoning: Classification (inductive or diagnostic reasoning); Concept Organization (deductive or analytical reasoning) as well as divergent reasoning in Idea Productivity. Additionally, two forms of spatial reasoning, Spatial Relations Theory and Spatial Relations Visualization, play pivotal roles. Score results for these abilities are presented on a continuum with each range (low, mid, high) offering its own set of strengths and challenges.

**Specialized Abilities** – These abilities enhance, help, or otherwise combine with the driving abilities. In addition to their individual influences, there are six specific combinations of specialized abilities that can be of particular importance in understanding how one takes in and recalls information: Music, Learning, Visual, Visual Proficiency, Language, and Creative/Artistic. Of these, the music constellation can act as an additional driving ability. With a few exceptions, specialized abilities are discussed as the degree to which they help or enhance other abilities.

**General Vocabulary** – Vocabulary stands alone because it represents a skill rather than an ability. General vocabulary, also referred to as non-specialized vocabulary, tends to expand with age (i.e., college educated adults tend to have a stronger vocabulary than high school students). \*Note, it does not measure the acquisition of technical or professional vocabularies.

For a detailed inventory and description of each of the individual abilities measured by the HAB you can refer to the link provided here– [Your Natural Abilities: What the Research Reveals and How They are Measured – The Highlands Company.](#)

### **Putting Abilities into Context – Targeted Data-Driven Reports (Step 2)**

The Highlands Ability Battery (HAB) generates personalized reports that delve into individualized abilities, their combinations, and their relevance in both professional and academic settings. These HAB reports cater to a diverse audience, including adults, students, leaders and legal professionals.

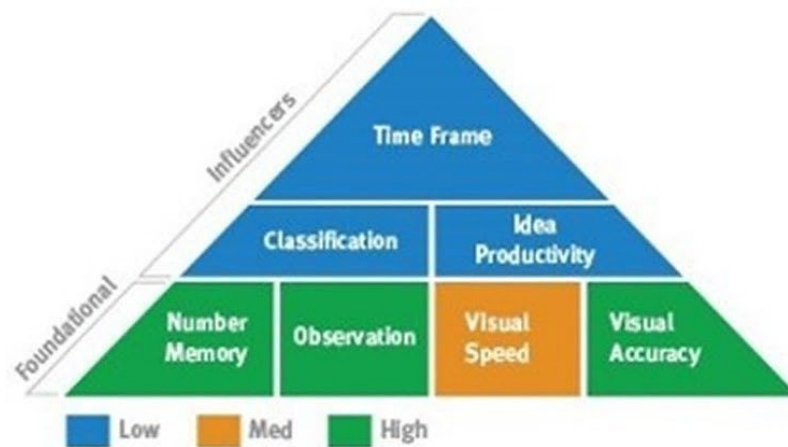
In many professions, abilities intermingle, resulting in a spectrum of scores ranging from low to high. To assist individuals in discovering career opportunities, HAB reports incorporate the Highlands Person-to-Occupation Fit technology. This feature compares

an individual's HAB profile to various occupational profiles gauging the degree of compatibility.

For guidance in enhancing careers or making a career change, Highlands reports provide insights to ability combinations tailored to specific work roles and responsibilities within different occupations presented in the Highlands Ability Blends and Ability Patterns.

Career consultants stand to benefit significantly from this training as it equips them with invaluable insights into connecting natural abilities, for both singular and combinations of abilities, for career and academic implications.

Below is an illustration showing the *combination of abilities* that interplay for a specific Ability Pattern. Foundational abilities (most crucial) are at the bottom with influencing abilities layered on top.



### Visual of an Ability Pattern

#### Guidance to Reach Your Objectives - The Debrief (Step 3)

Although HAB reports are comprehensive, clients inevitably have questions that require the expertise of a trained consultant. The Highlands Aptitude Testing Program concludes in a personalized in-depth feedback session conducted one to one or in a group format. During the debrief, the consultant relates the meaning of the HAB scores to the client and interprets how the scores can be used to make effective career and life determinations. Because of the depth and specificity of the information gained from the HAB and contained in the reports, only a Highlands Certified Consultant who has been trained and certified to administer the assessment are qualified to offer the HAB and debrief consultation.

The debrief session with a certified consultant which serves to enrich the clients understanding of the results is what sets the Highlands program apart from other test publishers and their programs that do not include a debrief.



## The Whole Person Approach to Coaching – Highlands Complementary Programs

The Whole Person approach is a comprehensive method to coaching and counseling that treats people and their careers holistically and honors their complexity. The Highlands Company introduced the Whole Person Method and officially trademarked **The Whole Person Technology™** in May 2001. This approach forms the cornerstone of several Highlands programs, including:

1. **Highlands Personal Vision Coaching Program:** This 8-session coaching program, facilitated by Highlands Certified Consultants (HCCs), guides clients through a journey of self-discovery to cultivate a vision of a successful life. It helps clients envision themselves in a future where they are leveraging their most potent talents in fulfilling work.
2. **Highlands Professional Development Programs:** Designed to nurture the growth of individuals pursuing their own professional development and leaders within organizations aspiring to enhance their personal leadership skills.

The Leader Development program is for growing the formal responsibilities of leaders of organizations, divisions, departments, or teams. Highlands Certified Consultants use the **HAB Leader Report** through their businesses and practices to engage with organizations to:



- Coach individual leaders/aspiring leaders one-to-one
- Provide professional development with targeted groups of leaders across the organization or in intact teams
- Provide professional development for leaders through associations, colleges and universities, where participants do not work together on a day-to-day basis
- Customize professional development modules for aspiring leader programs

*As a Certified Highlands Consultant, you will gain access to a wealth of support materials and additional training resources tailored to all Highlands supplementary programs.*

## **The Highlands Company – Pioneering Self-Awareness for Career Success**

Over three decades ago, the visionaries behind the Highlands Company (formerly known as the Highlands Program) and authors of the influential book, “Don’t Waste Your Talent: The 8 Critical Steps to Discovering What You Do Best,” embarked on a mission to unravel the essence of success. Their inquiry led them to engage with thousands of individuals, and through extensive research, they unearthed a universal truth: Successful individuals consistently leverage their innate strengths. They are driven by a clear personal vision, an unequivocal image of work that resonates with their core identity.

Armed with this profound insight, the Highlands Company committed itself to a clear mission: to assist individuals in uncovering their inherent gifts and talents, enabling them to find roles where these abilities could flourish. When individuals focus on their natural aptitudes and craft a strategic path, they experience transformative and enduring benefits, including reduced stress, enhanced life balance, decreased burnout and heightened satisfaction.

At the heart of the Highlands programs lies the Highlands Ability Battery (HAB), a standardized aptitude assessment rooted in a century of scientific research on human abilities. Since acquiring the rights to this assessment in 1992, the Highlands Company has continually evolved its methodology. In 1999, they transitioned the assessment to CD format and in 2004, they revolutionized the psychological testing industry by migrating the assessment to an online platform.

This transition to a virtual environment vastly expanded the reach and impact of the HAB, allowing it to serve diverse clientele across the United States and around the world. Today, Highlands Certified Consultants assist clients in countries spanning Australia, Canada, China, France, Germany, Hong Kong, India, Jordan, Kazakhstan, Nigeria, Singapore, Switzerland, Thailand, the United Arab Emirates and the United Kingdom.

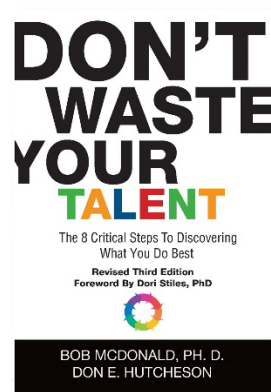
To date over 100,000 clients have harnessed the power of the Highlands Ability Battery to enhance performance and make informed, proactive career decisions that align with their inherent abilities.

As the proud publisher of the HAB, the Highlands Company remains steadfast in its commitment to develop research-based assessments, reports for practical application and personal and professional development programs. The company firmly believes that the full impact and effectiveness of the HAB and Highlands programs can only be realized when the results of the HAB are skillfully interpreted by highly trained practitioners.

What held true then remains equally valid today: Self-awareness serves as the bedrock of career success. In fact, a growing number of individuals recognize the value of self-awareness as a guiding force in shaping their career and life decisions, strengthening themselves as individuals and enhancing the workplace. It is becoming increasingly apparent that there can be a harmonious alignment between individuals and their work. Furthermore, savvy organizations now appreciate the immense value brought by employees who possess a heightened level of self-awareness.

We are proud of the dedicated and high-performing career professionals all around the world who use the Highlands Ability Battery (HAB) and Highlands programs as a core foundation in their mission to transform careers. We look forward to working with you too.

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**[E-BOOK LINK](#)**

**[Don't Waste Your Talent: The 8 Critical Steps to Discovering What You Do Best](#)**

A Highlands Publication



**The Highlands Company**  
*Transforming Careers Since 1992*