

## **PERSONAL STRENGTHS PROFILE ADMINISTRATORS CERTIFICATION**

### **OUTCOMES**

Certified Administrators will:

1. Be able to readily identify differing leadership, communication and problem-solving styles in current and prospective employees.
2. Understand key behavioral motivators.
3. Be able to provide unique environmental stimuli to motivate and coach staff for high productivity, trust, creativity and innovation.
4. Be proficient at administering and interpreting the Personal Strengths Profile in group or one-on-one settings or in the hiring process.
5. Be alert to signs of work stress resilience both from the survey and in personal interviews; then be able to sensitively communicate this information so the individual will be able to productively evaluate his or her situation for changes that may be appropriate.
6. Recognize different personality preferences in language style, approach, receiving corrective feedback, general interaction and know how to most effectively address, communicate and coach others.
7. Be prepared to coach others in using effective communications.
8. Be able to understand how jobs, career paths, and working styles reflect different personality factors and be able to identify and match an individual's style to job and career paths.
9. Be able to screen, interview and do reference checks with greater insight into applicants' natural preferences vs. their first impression/"interview self".
10. Be able to develop training and orientation programs for new hires and promotions that support and develop the individual's lesser developed areas and emphasize strengths.
11. Understand what factors are not measured by personality assessments and appreciate the role of personality in each person's unique complexity.

## PERSONAL STRENGTHS PROFILE CERTIFICATION TRAINING

### DAY 1

- I. Introduction to Profiling
  - A. Overview of Personal Strengths Profile Theoretical Basis and Development
  - B. Understanding People for perspectives on behaviors: personality, skills and values
  - C. The Quadrant and Jungian Models of Personality
  - C. How to create the environment for minimal test bias
  
- II. The Natural Style
  - A. Primary and Secondary Trait Strengths, Preferences, Motivating Environments
  - B. Communicating in appropriate languages for different types
  - C. Trait Combinations intrinsic to different types
  - D. Styles of communication and Problem Solving
  
- III. *myCORE* Self Report, Trait Summary Chart and applications
  
- IV. The Matrix of Types and Career Preferences
  - A. Families of profiles and types
  - B. Natural career paths for different styles: Managers, Entrepreneurs, Staff, Specialist, Sales, Counselors, Teachers, Clerical, Manufacturing, Retail, Hospitality, Athletic Clubs
  
- V. *myCORE* Career, *myCORE* Guide, *myCORE* Professional Report and applications

## **DAY 2**

- I. The First Impression Profile
  - A. The day to day self as revealed to acquaintances
  - B. Applications in hiring, interviewing, short term situations
  
- II. Introduction to Adaptation and Stress
  - A. Productivity model of adaptation and stress
  - B. Hans Selye's theory and application through the Personal Strengths Profile
  - C. Signs and consequences of nonproductive adaptation and stress
  
- III. Interpreting the Adaptation Indicators for the Personal Strengths Profile
  - A. Theory, research and observations of changes indicated in graphs
  - B. Interpreting graphs for various applications: hiring, coaching, career, conflict resolution
  - C. Personal Expectations indicator interpretation and application
  
- III. Long Term Change and Stress Resilience Indicators
  - A. Concept, research and observations of indicators
  - B. Interpreting results for various applications: hiring, career matching, personal relationships, abnormal stress responses
  - C. Recharging the Personal Battery for Higher Productivity
  
- IV. Personal Strengths Profile Report Feedback and applications

### **DAY 3**

- I. Coaching Programs
  - A. Understanding environments for different types in different positions: customized by industry
  - B. Coaching to different positions using the PREP Coaching Guide Report for Managers, Sales and Staff/Specialists
- II. *myCORE* Self Development, PREP Coaching Guides, PREP Self Development Report
- III. Further Applications Forum, including topics such as:
  - A. Hiring
  - B. Team Development
  - C. Career Development