



IBB ...your partner for positive change



Facilitation Certification I

LESSON ONE: OVERVIEW OF FACILITATION

LESSON TWO: PRODUCT KNOWLEDGE

LESSON THREE: PRE-COURSE CONFERENCE / WIN-WIN

LESSON FOUR: CONFERENCE PLANNING AND PREPARATION

LESSON FIVE: THE KICKOFF CONFERENCE

LESSON SIX: GOALS WORKSHOP CONFERENCE

LESSON SEVEN: HOW TO FACILITATE CONFERENCES

LESSON EIGHT: EVALUATION OF RESULTS AND GRADUATION

LESSON NINE: ICEBREAKERS AND POINTMAKERS

LESSON TEN: MEASUREMENT AND TRACKING



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The programme includes:

- Pre-course conferences with participants and Manager to agree results required for the program.
- Profile evaluation
- All LMI course material, which includes, Program Manual, Personal Success Planner and Effective Personal Management Workbook.
- Ask Leadership Book and Plan of Action
- Web based tracking system with secured access for both manager and participant
- Kick-off meeting with participants and manager to introduce the course concepts, set objectives and complete the win-win agreement.
- Goal setting workshop.
- Weekly meetings (2.5-3 hours each) with the participants to facilitate the lesson material, role-play, set weekly objectives and track progress towards the agreed goals.
- Mid term and final evaluations to include a meeting with the sponsoring manager to report progress towards the agreed goals.
- Post course presentation four to five weeks after the program where each individual presents to the company executives their achievements and continued successes as a result of their participation in the program.
- Quarterly follow up with participants and executive to review progress and support continued growth

Total cost of the programme is US\$3,500/TT\$22,295 plus VAT for development and certification as an in-house/site-facilitator, i.e. for delivery of select LMI programmes specifically within your company. This package does not include a re-seller license, for further details on this please contact us at 623-6576 to schedule an Associate Interview.

The Profile Evaluation



The Profile Evaluation System (PES) has been successfully implemented in thousands of organizations throughout the US, Canada, UK and more recently the Caribbean Region. PES combines cognitive and personality scales in a normative instrument to provide a well-rounded, comprehensive description of an individual's aptitudes and personality.

The PES predicts how an individual may perform in a given job by comparing that individual's Profile to a normative pattern which can be developed for a specific job at a specific organization. Along with interviewing, checking references, and administering other applicable tests, the PES helps ensure good, solid hiring decisions.

Because it is very comprehensive, the PES is often used in hiring and placement of higher level associates and sales individuals. As a coaching tool, the PES helps a group leader communicate more skillfully with group members and develop them more effectively.

Windows-based software is available to score and print a comprehensive report. The report provides important information on 6 mental aptitudes and 10 personality dimensions, along with 2 validity scales. Information can be saved and retrieved for further evaluations and reports.

The Profile Evaluation System represents a successful effort to produce an instrument useful to business, industry, government, and educational services that characterizes individuals on a number of psychological traits that are important for job performance. The Profile is an effective instrument that allows companies and individuals to maximize the fit between employment demands and the abilities, aptitudes and personality constellations of employees or potential employees. When this fit is optimized there will be greater comfort and productivity on the part of employees. Employee inefficiency and turnover will be minimized and organizational productivity will be maximized. While all managers acknowledge the importance of the hiring function most also recognize the importance of developing management and leadership skills in their present employees. Information about individuals and their tendencies is also extraordinarily valuable in these contexts as well. The profile was developed with the goal of helping companies make sound employment, retention, assignment, training, and promotion decisions.

The Profile Evaluation is the right business tool for evaluating people. It identifies strengths and areas for development. The evaluation is extremely useful in coaching and training. It helps increase employees' effectiveness and determine training needs. It is also useful in making hiring and promotion decisions.

The Profile Evaluation System measures job-related information in eighteen separate classifications: six mental aptitudes, ten personality dimensions plus two validity scales.



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The Profile Evaluation measures

Mental	Aptitudes	Personality	Dimensions	Validity	Scales
Mental	Alertness	Nervous	Tension	Distortion	
Business	Terms	Character	Strength	Equivocation	
Memory	Recall	Work	Habits		
Vocabulary		Sociability			
Scanning	Accuracy	Emotional	Maturity		
Mechanical Interest		Dominance			
		Competitiveness			
		Stamina			
		Naiveté			
		Motivation			

This system looks for over 100 possible combinations or correlations. The relationships between the traits of the person's personality and mental aptitudes help derive these combinations. Strengths in some dimension could compensate for challenges in other dimensions.

This system provides the capability to personalize and customize normative patterns, or benchmarks, for each position in your organization. Normative patterns identify and provide ideal ranges for mental aptitudes and personality dimensions to reflect the actual job.