



# Client Certification Workshops 2019

## Targeted Selection®

### Interviewer, Trainer and Program Manager

For over 45 years, Targeted Selection® (TS®) has been used by thousands of leading companies around the world to identify, hire and promote millions of people—**making it the most proven and accurate behaviour-based selection system in the world.**

DDI's Targeted Selection workshop series has been constructed to suit today's business needs, offering three distinct workshop options designed to equip interviewers, trainers and program managers with the tools to hire the best people for your organisation. You can attend each program individually, or capitalise on bundling investment options by attending more than one program at a time.

### Targeted Selection®: Interviewer

DDI's one-day Targeted Selection: Interviewer workshop builds the skills internal recruiters and hiring managers need to conduct fact-gathering interviews that positively reinforce the hiring process and your organisational culture. Learners use role/industry-specific participant materials and video activities to follow one interviewer and one candidate through the entire Targeted Selection process, learning and applying the concepts as they move through reviewing candidate materials to making a hiring decision.

#### Learning Outcomes

- Build interviewing skills and confidence
- Use the interview guide to prepare for and conduct an effective interview
- Make a positive impression on candidates to increase job acceptance rates
- Gather and evaluate data on a candidate's entire profile: experience, knowledge, competencies and motivations
- Make hiring decisions using candidate data evaluation and integration to hire successful candidates who are willing and able to perform the job

#### The Benefits

##### For Organisations

- Drive better hiring decisions and collect and analyse data detailing the complete candidate—their knowledge, experience, competencies and personal motivators
- Build your hiring brand by providing a more engaging interviewing experience for job-seekers
- Lower employee turnover—as much as 30 to 50 percent
- Accelerate time-to-productivity for new hires
- Ensure your interviewing process is fair and legally defensible
- Specific materials and videos available: Professional, Sales, Health Care and Manufacturing

##### For Participants

- Overcome common 'worries' about interviewing job candidates
- Learn, practice and provide feedback with peers for how to ask planned behavioural questions and how to effectively use follow up questions
- Learn how to effectively manage time in an interview
- Practice interviewing skills to apply all of the concepts and skills learned in the workshop
- Receive a resource book for planning your interviews with a legal considerations booklet

## Targeted Selection®: Trainer

Targeted Selection's two-day trainer certification workshop develops the skills trainers need to effectively facilitate the classroom version of Targeted Selection Interviewer. Completion of Targeted Selection®: Interviewer is a prerequisite for completion of Targeted Selection: Trainer.

### Learning Outcomes

- Obtain certification to deliver Targeted Selection: Interviewer training
- Practice and demonstrate the competencies required for successful training
- Use the Targeted Selection® trainer materials and a variety of learning methods to effectively facilitate learning
- Create a safe learning environment, respond to learners' needs and promote behavioural change

### The Benefits

#### For Organisations

Reduce program implementation costs and enhance engagement and buy-in with your own Targeted Selection certified trainers and interviewers.

#### For Participants

- Gain confidence in facilitation by practicing new skills in a safe, supportive environment with like-minded people
- Learn techniques for providing effective feedback during facilitation
- Continue to develop expertise in Targeted Selection, as a change agent for helping interviewers identify, hire and retain the best talent
- Obtain a lifetime DDI TS facilitator certification. Accreditation provides you with ongoing support and resources
- Membership to the Australian Facilitators' Club
- Access to the online global Facilitator Exchange - The HUB

### Your Commitment

By becoming an accredited DDI facilitator you agree to purchase participant materials to run your ongoing Targeted Selection®: Interviewer workshops. Please contact us for an indication of pricing.

## Targeted Selection®: Program Manager

DDI's one-day Targeted Selection: Program Manager workshop is designed to provide learners with an awareness of what is needed for a successful Targeted Selection implementation. Learners use planning tools, techniques and best practices for implementation planning. Participants must have also completed TS Interviewer and Trainer.

Investment Options	Targeted Selection: Interviewer Day 1	Targeted Selection: Trainer Days 2 & 3	Targeted Selection: Program Manager Day 4
Attendance @ Individual Programs	\$1,100	\$2,700	\$2,310*
Bundled Days 1,2,3	\$3,600		
Bundled Days 1,2,3,4	\$3,900		

\* completion of TS:I and TS:T are prerequisites for TS:PM

Ongoing Commitment	
Purchase of Targeted Selection: Trainer Kit (Videos + Wall Charts)	@ \$1,500 per kit (ex GST)
Purchase of Targeted Selection: Interviewer Participant Packages	@ \$260 per package (ex GST)

### Workshop Schedule

Register at:  
[DDI Australia Public Workshops](#)

SYDNEY	MELBOURNE
March 26 - 29	March 5 - 8
September 10 - 13	July 23 - 26

Find out more: 1800 035 604 [client.services@ddiworld.com](mailto:client.services@ddiworld.com)



# Terms and Conditions

## For DDI Client Certification Workshops

### Cancellation and Rescheduling

Clients may reschedule or cancel at no risk, when change occurs more than 21 business days in advance of the workshop. Cancellation or rescheduling that occurs less than 21 business days prior to start of the workshop will be subject to the following fee schedule:

Rescheduling or cancellation of workshop date	% of Associated Fee
0-1 Business day before scheduled date	100%
Between 2 and 10 Business Days before scheduled date	50%
Between 11 and 20 Business Days before scheduled date	20%

If a participant does not attend a workshop they are registered for, course fees cannot be refunded or allocated to another client certification workshop. DDI reserves the right to waive a rescheduling/cancellation fee, or apply the fee to a future workshop, depending on the cause or nature of the cancellation.

DDI reserves the right to postpone, cancel, or reschedule client certification workshops due to unforeseen circumstances or where minimum attendance requirements are not met. In this event, clients will be contacted and offered a full refund or transfer to another workshop.

### Multiple Registration Discount

Where two or more registrations for the same workshop and date are received, the second and subsequent registrations will attract a 20 percent discount. This offer only applies to the Facilitator Certification Process and Targeted Selection®: Trainer workshops. This offer cannot be used in conjunction with another or any existing DDI pricing agreement. Credit card payment is required to take advantage of these offers, and they cannot be used in conjunction with one another, or any other DDI pricing agreement. If cancellation/rescheduling is requested by the client, the fee schedule outlined above will apply plus any adjustments to the multiple registration rate (if that client is part of multiple registrations).

### Substitutions

If noted to DDI in writing up to two days prior to the scheduled workshop, clients may substitute attendance at no charge.

### Invoicing and Payment

- Preferred method of payment is by credit card at the time of registration.
- Course fees are due either prior to the running of the workshop or 14 days from receipt of invoice.
- Tax invoices will be sent within two weeks of workshop date unless requested earlier.
- While credit card payment is preferred, payments can also be made via electronic funds transfer.
- In the case of multiple registrations, payment must be made with a credit card or by discussing payment options with a DDI Representative or Workshop Co-ordinator.
- Where fees have not been paid prior to a scheduled date, an enrolment may be cancelled.

### Notification of Enrolment

Client enrolment will be confirmed by the Workshop Co-ordinator upon receipt of the registration form. Assuming adherence with DDI's Invoicing and Payment policy, attendees will receive pre-reading, activities (where appropriate), and logistical information two weeks prior to the commencement of the client certification workshop.

### Privacy

DDI-Asia/Pacific International, Ltd. is committed to keeping any personal information that you provide confidential. Our goal, as always, is to provide the best customer service possible, which includes maintaining our visitors' privacy. At DDI your right to privacy has always been and continues to be important to us.

To view the completed privacy statement, visit <http://www.ddiworld.com/privacy/en-us>

### Your Commitment

By becoming an accredited DDI facilitator (of Interaction Management and Targeted Selection), you agree to purchase participant materials to run your ongoing leadership development and behavioural interviewing programs. This may also include the purchase of additional facilitator materials for courses not covered in your workshop.

### Use of DDI Materials Provided in the Facilitation Certification®: Targeted Selection®: Trainer Workshop

If your organisation doesn't already own a facilitator kit (i.e. charts, facilitator guide and videos), for the course you wish to deliver you are required to purchase them, along with participant materials, prior to conducting training.

Charts and videos are re-usable however participant materials must be purchased for individuals attending training.

**Client Certification Workshops are intended for the purpose of individuals within prospect and client organisations.**