

TestDirect 4.0 Training & Certification Program





TestDirect 4.0 Center Operator

This workshop is designed for the test administrator (TCO) and covers the pre- and post-testing responsibilities as well as responsibilities during the test sessions.

Training Outcome

At the conclusion of this workshop, participants will be able to

- Follow TAQYIM's standards and best practices in preparing, administering, and concluding testing sessions
- Systematically oversee testing sessions
- Fully administer and supervise testing sessions
- Answer candidates' questions in a professional manner
- Construct testing schedules with the assistance of the TSO personnel

Training Outlines

1. Pre-testing
 - a. Administrator Responsibilities
 - b. Testing Room Preparation
 - c. Candidate Preparation
2. Test In Progress (TIP)
 - a. Proctoring
 - b. Testing Environment
 - c. Dealing with Candidates
3. Post-testing
 - a. Administrator Responsibilities
 - b. Test Room lockdown
 - c. Dealing with candidates

TRAINING DURATION IS 4 HOURS





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TestDirect 4.0 System Operator

This training workshop is designed for the TestDirect 4.0 System Operator (TSO).

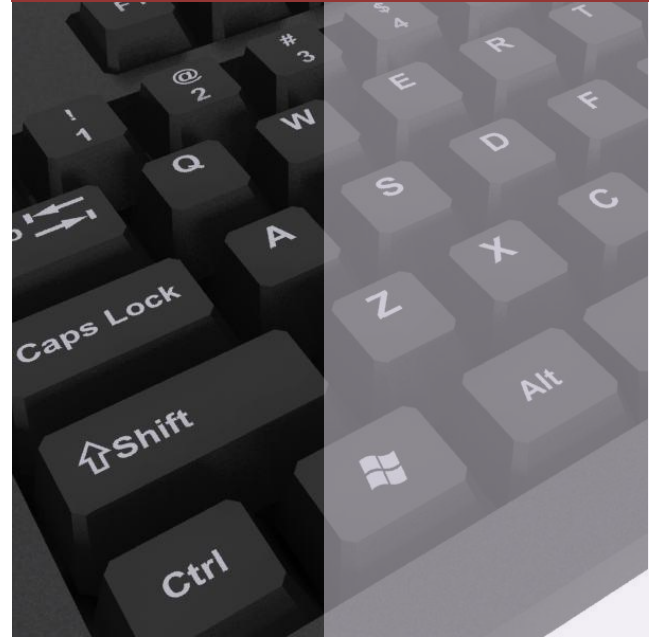
Training Outcomes

At the conclusion of this workshop, participants will be able to

Fully operate TestDirect 4.0 using all available features.

Training outlines

1. TestDirect 4.0 orientation
2. System Main Functions
 - a. Test Usage
 - i. Candidates/Recruits
 - ii. Employee Evaluation
 - b. Labels
 - i. Candidates' Labels
 - c. Test Bundles
 - d. Search Engine
 - e. Regenerating results
 - i. PDF
 - ii. Excel
3. Job Fits
4. Monitoring Online Candidates





TestDirect 4.0 System Analyst

This course will equip the participant with the knowledge required to read and understand the different reports generated by the system. The participant will also learn the methodology in choosing the appropriate tests to reveal the capabilities of the test-taker.

The course is primarily designed to focus on the measures of personality and character traits that will enable HR officers, Managers and Recruiters to make informed decisions when they select, hire or promote employees.

Upon the successful completion of this course, the participant will become a **TestDirect 4.0** Certified Assessor.

Training Outcomes

At this program's conclusion, participants will be able to

1. Fully understand and distinguish the five different personalities
2. Learn about the individual traits
3. Identify the relationship between personalities and job fit
4. Analyze job descriptions and Job Fits
5. Construct a "Test Matrix"
6. Implement the practical application of the system within the organization

Training Outlines

1. The efficient use of the Personality Profile Report
2. The importance of knowing your people
3. The five personality Types
4. Dominant & Secondary Personalities
5. Character Traits
6. Strong Traits, Negative Behavior
7. Managing the different personalities
8. Setting Job Fits
9. Who to test?
10. Use the interview guide
11. Why assess Personalities?
 - a. Selection
 - b. Development
 - c. Retention

TRAINING DURATION IS 2 DAYS

