



Get Certified to Select the Best

Did you know that DDI invented the first behavior-based interviewing system? Our Targeted Selection® (TS®) system goes far beyond just the interview. Companies that have used Targeted Selection consistently have reduced turnover by up to 50%.

With our certification options for client organizations, you can easily make behavioral interviewing part of your company culture. Our TS certifications are designed to help you:

- Build internal talent to train interviewers and hiring managers.
- Develop knowledge and skills to improve your selection system.

See an overview below and more details on the following pages.
Contact info@ddiworld.com for next steps.

	Certification Program	What is it?	Certifies participants to...
	Targeted Selection®: Trainer	A three-day workshop to develop the skills of internal trainers to facilitate Targeted Selection interviewer training.	Deliver interviewer training by facilitating <i>The Art and Science of Behavioral Interviewing</i> courses.
	Facilitator Booster: Targeted Selection®	A one-day session to help your DDI-certified facilitators become well-versed and ready to train others in Targeted Selection.	Deliver interviewer training by facilitating <i>The Art and Science of Behavioral Interviewing</i> courses.
	Targeted Selection®: Program Manager	A half-day session to plan a successful implementation of Targeted Selection.	Plan, design, and implement a Targeted Selection system that is sustainable for long-term success.



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Only 14% of leaders say they are confident in their hiring decisions.

(Source: DDI, *Global Leadership Forecast, 2021*)

Targeted Selection®: Trainer

This three-day session prepares your trainers to deliver Targeted Selection courses in your organization to boost interviewing skills and hire the best talent. Participants are awarded trainer certification after successfully completing this workshop.

The *Targeted Selection®: Trainer* certification workshop is designed for participants to:

- Develop, enhance, or review the knowledge, motivations, and behaviors required to successfully deliver *The Art and Science of Behavioral Interviewing* courses.
- Demonstrate the competencies needed for certification: Facilitation of Learning, Communicating with Impact, Formal Presentation, Coaching, and Technical Knowledge.
- Use the Targeted Selection trainer materials and other learning methods to effectively facilitate interviewer training.

Session Details

- **Prep Time:** 30 minutes
- **Course Length:** 3 days
- **Prerequisite:** None
- **Group Size:** Up to 6 people
- **Delivery:** Virtual, available as an in-house or public workshop



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80% of employee turnover comes from bad hiring decisions.

(Source: Harvard Business Review)

Facilitator Booster: Targeted Selection®

Do you already have DDI-certified facilitators who deliver DDI's leadership development courses? Or perhaps your trainers were certified in Targeted Selection years ago and now need a refresher?

This full-day session helps your DDI-certified facilitators become well-versed in today's Targeted Selection and use their facilitation skills to transfer that knowledge to others in your organization.

The *Facilitator Booster: Targeted Selection®* session is designed for facilitators to:

- Enhance their knowledge of DDI's system, process, and skills required to effectively conduct behavioral interviews and make better selection decisions.
- Use the four facilitator competencies to effectively deliver *The Art and Science of Behavioral Interviewing* courses.
- Use a process to provide and receive specific and balanced feedback.
- Effectively handle difficult classroom situations.

Session Details

- **Prep Time:** 4.5 hours
- **Course Length:** 6.5 hours
- **Prerequisite:** DDI's Facilitator Certification Process (FCP) or Targeted Selection® Trainer
- **Group Size:** Up to 6 people
- **Delivery:** Virtual, available as an in-house or public workshop



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40% of those leading an HR implementation reported three or more problems that impacted project success.

(Source: *Unleash Insights Report 2020: Why HR Projects Fail*)

Targeted Selection®: Program Manager

The success of any new company-wide program depends on a clear, sustainable implementation plan. It also requires an organized, dedicated program manager at the helm.

This half-day session develops strong program managers for a successful Targeted Selection implementation in your organization.

The *Targeted Selection®: Program Manager* workshop is designed for participants to:

- Learn five sustainability factors to ensure long-term success: Communication, Accountability, Skills, Alignment, and Measurement.
- Develop a comprehensive plan using seven implementation planning process steps.
 1. Identify the Business Need
 2. Plan Rollout and Communication Strategies
 3. Design Interviewing System
 4. Design Training Solution
 5. Develop Implementation
 6. Establish Progress and Outcome Measures
 7. Ensure Sustainability
- Discuss barriers and how to address common challenges.

Session Details

- **Prep Time:** 30 minutes
- **Course Length:** 3.5 hours virtual workshop, plus additional 40 minutes of self-directed learning after the live course
- **Prerequisite:** Completion of Targeted Selection's *Art of Behavioral Interviewing and Science of Behavioral Interviewing* (in classroom, virtual classroom, or online training formats).
- **Group Size:** Up to 6 people
- **Delivery:** Virtual, available as an in-house workshop