

*Program Overview*

*Certified Psychometric Test Professional*

*Delivered Online*

**handover**

Efficiency ... from Hire to Retire



*Handover Consulting is a dedicated partner for businesses across the Middle East, offering Consulting, Recruitment, and Training solutions. Our team of seasoned professionals leverages deep industry knowledge and practical experience to address your evolving business needs.*

*We are committed to delivering exceptional service and building strong, enduring partnerships with our clients. Our goal is to be your trusted advisor, helping you navigate complex challenges and achieve lasting success.*

*Whether you are a small business or a large corporation, we have the expertise to tailor our services to your specific requirements.*

*To learn more about how Handover Consulting can elevate your organization, please contact us today.*



**Ali AlJa'bari**  
Founder and CEO

## Program Highlights ...

- **Program Overview:** The Certified Psychometric Test Professional (CPTP) program aims at educating and coaching (with practical examples) participants about different aspects related to Psychometric Testing including psychological techniques, types of Psychometric Tests, personality styles, and effectivity of tests. At the end of the program you will be able to design and conduct effective Psychometric Tests at your own organization.
- **Simple Certification Process:** The program comprises of 4 live training sessions on the concepts and approaches related to Psychometric Testing. Afterwards, participants are requested to apply the learned concepts and approaches into practical projects which upon successful evaluation would qualify them with the internationally recognized title Certified Psychometric Test Professional (CPTP).
- **Delivered by HR SME Consultants:** The program is delivered by extensively experienced HR Consultants of **Middle Earth HR**, one of the largest specialist training, education and knowledge support companies for HR professionals worldwide and is considered to be the world's 7<sup>th</sup> largest HR Training firm.
- **International Accreditation:** The Certified Psychometric Test Professional (CPTP) certificate is internationally accredited by **Carlton Advanced Management Institute (CAMI)**, a global research body operating in the United States with the objective of conducting researches and development of special subjects in Human Resources.





## Advantages of the program ...

- **Comprehensive Course Material:** During the program you will be provided with a comprehensive information packed courseware which will be easy to re-use, reference, and share at the workplace or at home.
- **Networking Opportunity:** The program will be attended by many senior and junior professionals from various locations and industries. During the program, you will have the opportunity to network with these professionals and understand the types of Psychometric Testing issues and practices used in their environment.
- **Consulting Opportunity:** As the program will be delivered by extensively experienced Consultants, you will have the opportunity to discuss, consult, and relate to Psychometric Testing issues at your workplace and understand how such issues would be resolved.
- **Learning Best Practice Approaches:** Throughout the program, you will have the opportunity to learn various concepts related to Psychometric Testing as well as best practice approaches on how to conduct effective Psychometric Tests.
- **Professional Branding:** After successfully completing the program, you will have the opportunity to brand yourself with the title Certified Psychometric Test Professional (CPTP).



## Who should attend the program ...

The **Certified Psychometric Test Professional** program is intended for a wide range of professionals including:

- **Professionals Implementing Psychometric Assessments**

Individuals from diverse fields such as Human Resources, Talent Management, Organizational Development, and Psychology who are responsible for administering and interpreting psychometric tests within their teams or departments will acquire the frameworks and tools necessary to conduct effective assessments. The CPTP program equips participants with skills to design and implement psychometric evaluations that enhance talent acquisition and development processes.

- **Top/Middle/Lower Management Professionals**

Executives and operational managers, regardless of their area of expertise, will gain critical skills to support and sustain effective assessment practices. By completing the CPTP program, they will learn how to integrate psychometric testing into their roles to drive organizational growth and employee performance. The program covers key aspects of psychometric testing, including the importance of such tests, insights into psychometric assessments, and understanding various categories of tests.

- **Psychometric Assessment Experts and Consultants**

Professionals such as Psychometric Test Administrators, Assessment Consultants, and Organizational Development Specialists will deepen their expertise in managing psychometric assessments effectively. This program equips them with advanced methodologies and best practices for analyzing personality, conducting ability and aptitude testing, understanding central tendency and norms referencing, administering tests, and providing feedback. Participants will learn to assess their organizations using diagnostic models, enabling them to plan successful HR change interventions.



## A simple and practical certification program ...

The program is designed in a simple approach which ensures educating participants with the subject's concepts and best practices and testing their understanding through their successful completion of practical assignments.






### Certified Psychometric Test Professional (CPTP)



## Course Outline to be delivered in the Training Workshop ...

Below is the outline of the course that will be delivered during the Training Workshop:

Module 1: Psychometric Testing	Module 2: Analyzing Personality	Module 3: Ability and Aptitude Testing	Module 4: Central Tendency and Norms Referencing	Module 5: Understanding TAT	Module 6: Administering and Giving Feedback
<ul style="list-style-type: none"> <li>Know the importance of psychometric tests</li> <li>Gain an insight into Psychometric Assessment</li> <li>Understand the use of psychometric tests, advantages of psychometric testing</li> <li>Learn about the categories of Test, Common Projective Tests, Self-Report or Inventory Tests</li> <li>Learn about the concept and types of bias in psychological testing</li> </ul>	<ul style="list-style-type: none"> <li>Understanding personality</li> <li>Know about PSI- Brief History, Personality typing using PSI, How to Analyze the PSI Test</li> <li>Understand the Dimensions of the Typology and Different Personality Types</li> </ul>	<ul style="list-style-type: none"> <li>Learn about Ability Tests, Different Ability Aspects, sample Tests Used in Organizations</li> </ul>	<ul style="list-style-type: none"> <li>Learn what is central tendency, Importance of central tendency</li> <li>Understand Norms, Norms referencing process and benefits</li> </ul>	<ul style="list-style-type: none"> <li>Understand TAT, History of the Test, Administering the Test, Scoring of the TAT Cards</li> <li>Know why TAT is used</li> <li>Learn using TAT for recruitment and counseling</li> <li>Learn how to create a PDP, Benefits of Development planning, PDP meeting</li> </ul>	<ul style="list-style-type: none"> <li>Learn how to administer tests, validity of psychometric tests</li> <li>Understand why feedback is important</li> <li>Understand the Purpose of Feedback</li> <li>Know how to provide feedback</li> </ul>

# Sample Concepts that will be discussed during the program ...

**Parameters of Psychometric Tests**

- Reliability
- Validity
- Acceptability
- Cost Effectiveness

**Personality Tests**

ISTJ (Introverted sensor thinker judger)  
 ISTP (Introverted sensor thinker perceiver)  
 ISFP (Introverted sensor feeler perceiver)  
 ISFJ (Introverted sensor feeler judger)  
 INFP (Introverted intuitor feeler perceiver)  
 INFJ (Introverted intuitor feeler judger)  
 ESFJ (Extroverted sensor feeler judger)  
 ENTP (Extroverted neurotic perceiver)

**Tests for Motives**

Tell me what do you see in the picture?

**Ability Tests**

Choose the figure that completes the series.

(1) Which is the larger value, A or B?  
 A.  $2 \times 3 \times 4 \times 5 \times 6 \times 7 \times 8$   
 B.  $14 \times 12 \times 10 \times 6 \times 4$

1. Which diagram results from folding the diagram on the left?  
 Correct answer: A



## What Participants said about the CPTP program ...



**"Fantastic workshop. Really enjoyed learning about Psychometric Tests."**

Anjali Jayanth  
Senior Talent Acquisition Specialist, Dubai Airports



**"Very informative and knowledgeable program, especially helpful for managing recruitment."**

Nigel DSouza  
Senior Manager Talent Acquisition, Dubai Properties



**"Very informative and had a great time."**

Ashwini Pavithran  
Recruitment Manager, Johnson Controls



**"Very good & insightful. The program built & increased my knowledge in psychology and testing."**

Antara Saha  
Regional Training Manager, Middle East, VFS Global



**"Good program. Very thorough on the types of tests & how to use them."**

Darrell Olson  
HR Development Manager, Global Aerospace Logistics LLC



**"This program has given me knowledge & working understanding of the Psychometric tools. I am excited to take this back to my work to witness the benefits & outcomes of the program."**

Melissa Fernandes  
HR & Training Manager, zoOceanarium Group



**"Great program. Very relevant to my role & gave me an in-depth understanding of the subject in the context of recruitment. Content is heavy & material is immense & all very meaningful."**

Sonali Bhaumik  
Learning & Development Manager, Emirates Islamic Bank



**"The program opened up information related to the Psychometric Testing process & gave a fair piece of insight. I learned about 3 to 4 methodologies of testing."**

Midhun Mampilly  
HR & Administration Manager, DAMAC Properties



## Detailed Schedule of the program ...

### Program Schedule

The program will be conducted **Online** over 4 online sessions.

Please check our website for the specific dates as announced <http://handover.consulting>

### Program Fees

The fee for the program is published on our website. <http://handover.consulting>

### Registration and Deadline

Please complete this [Registration Form](#) and send it to us before the announced registration deadline to confirm your registration in the program.



*Program seats are limited. Book your seat now !!*

## Consider an in-house delivery of the program just for your company ...

- We have noticed an increase in demand from our clients to organize In-house training programs due to a number of distinctive advantages which include:
  - ✓ **Cost Saving:** the cost per delegate is typically less when compared to sending the same number to public training courses.
  - ✓ **Team Building:** a room full of delegates from different departments can encourage greater team work, awareness and understanding of each other's role.
  - ✓ **Industry Focus:** having this program delivered in-house for one company, provides the Trainer with more focus to concentrate on the company's specific industry and the best practices of the topic.
  - ✓ **Customized Training:** getting a group together allows all of the training and learning to be focused on the company and can discuss real, specific, and current examples.
  - ✓ **Convenient Schedule:** you will have the convenience to decide the schedule and timing of the in-house program that ensures the availability of all of your employees and aligned with your working hours.
- **Contact us now on [enquire@handover.consulting](mailto:enquire@handover.consulting) to provide you with more details and a customized offer for your company.**





## Contact us now

We would love to provide you with more details on our services.  
Please do not hesitate to contact us for further details or enquiries.

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