

# CAPTain Certification

Valid as of 10.08.2022

## **CAPTain Certification**

CAPTain is a highly meaningful and valid personnel test and is used as a professional basis in personnel development and for personnel decisions of all kinds. It is available as an on-line tool and in many European languages.

As part of the obligatory feedback discussion on the test result, it enables a comprehensive assessment of the person's work and performance style, handling of factual tasks, team, leadership and sales skills, as well as a comparison between self-assessment and test result.

In order to be able to use all the possibilities of this tool competently and successfully as an independent CAPTain consultant in counselling or personnel development, appropriate training and instruction are required.

For this reason, independent use of CAPTain is subject to certification.

Certification makes sense for people who deal professionally with questions of the fit between person and organisation and who want to expand their competences, e.g. people who work in internal or external consulting in/of organisations, in human resource departments, personnel consulting or management consulting, in coaching and training.

ontalents regularly offers seminars for certification, both as "in-house" seminars and as mixed seminar groups or individual certifications.

### Contents of the CAPTain certification

- Structure and scientific background of the CAPTain test
- Basic knowledge of implementation
- Meaning of the CAPTain dimensions
- Interpretation exercises
- Typical result profiles (leadership, junior management, sales...)
- CAPTain feedback interview
- Training sequences for the CAPTain feedback interview

#### Optional:

- Communicative basics
- Role of the CAPTain consultant in the feedback discussion
- Practical example: Implementation in the company
- Use of requirement profiles

In addition to the classic certification, which focuses on the two-day basic seminar, there is now also a modular form that makes it possible to divide the content into approx. half-day packages. There are modules that impart basic knowledge, practical exercises in the certification group, as well as modules that focus on independent experiential learning. In addition, some modules are available in the form of video tutorials or webinars (for an overview, see p. 3).

Compared to traditional certification, the new modular and digital format via video tutorial and webinar has clear didactic advantages. For this reason and for reasons of time efficiency and flexibility, we recommend this.

## CAPTain certification in 8 modules

<b>Practical part:</b> <b>Self-organised learning and experiencing</b>	<b>Basic knowledge:</b> the following formats are available Face-to-face seminar or webinar or video tutorial	<b>Application experience:</b> the following formats are available Presence seminar or webinar
<b>Module 1</b> <ul style="list-style-type: none"> <li>• CAPTain self-test</li> </ul>		
	<b>Module 2</b> <ul style="list-style-type: none"> <li>• Structure and scientific principles of the CAP-Tain test</li> </ul>	
	<b>Module 3</b> <ul style="list-style-type: none"> <li>• Meaning of the CAPTain dimensions</li> </ul>	
		<b>Module 4</b> <ul style="list-style-type: none"> <li>• Intermediate quiz</li> <li>• Interpretation exercises             <ul style="list-style-type: none"> <li>◦ Typical result profiles (leadership, junior leadership, sales)</li> </ul> </li> </ul>
		<b>Module 5</b> <ul style="list-style-type: none"> <li>• CAPTain feedback session             <ul style="list-style-type: none"> <li>◦ Demonstration</li> <li>◦ Logic and structure</li> </ul> </li> </ul>
		<b>Module 6</b> <ul style="list-style-type: none"> <li>• Training sequences for the CAP-Tain feedback discussion</li> <li>• Possible additional topics depending on the focus             <ul style="list-style-type: none"> <li>◦ Implementation in companies</li> <li>◦ Use of requirements profiles</li> <li>◦ Basic communicative principles</li> <li>◦ Roles in the feedback discussion</li> </ul> </li> </ul>
<b>Module 7</b> <ul style="list-style-type: none"> <li>• 3 Practice Feedback Talks</li> </ul>		
		<b>Module 8</b> <ul style="list-style-type: none"> <li>• Final interview</li> <li>• Receipt of CAPTain certificate</li> </ul>

## Certification – Costs

The costs per person are € 2.450,--

And include:

- participation in the basic seminar in 2-day or modular form
- a CAPTain self-test, to be taken before certification
- three additional CAPTain tests for practice purposes
- comprehensive CAPTain training materials in German and English in digital form
- final discussion and support for the first applications

## Inhouse Seminars

On request, we can design tailor-made tours for closed groups.

Certification seminars in which up to 6 people can participate € 9.400,-

Each additional person (total max. 8 participants) € 1.650,-

## Certificate

After successful completion of the seminar package including the three feedback sessions by means of the practice tests and supervision, participants receive a certificate that entitles them to use CAPTain on their own. From this point on CAPTain can be obtained from ontalents.

In order to ensure the very high quality standards of the CAPTain application in the long term, the certificate is initially valid for 3 years. After these 3 years, the certified persons can easily extend their certificate for another 3 years by reflecting on their CAPTain practice in a conversation / telephone call with ontalents, so that we can gain a plausible impression of it. By participating in the certification workshop, you give us permission to send participants information about CAPTain by e-mail in the future.

## Dates and registration

Please use the following contact options to find out about current certification opportunities or to register: Tel. +43(0)14052400, Email: [office@ontalents.com](mailto:office@ontalents.com).

## Registration, cancellation conditions, payment modalities

After your registration you will receive the total invoice for the entire certification. This is due promptly. Once payment has been made, you will receive the booking confirmation, and your place is thus firmly booked. The reduced price for in-house certifications is valid if we can issue a total invoice to one billing address. Individual invoices per participant cannot be issued for in-house certifications.

Cancellation of a booked certification can only be accepted free of charge if it is received by us in writing at least 3 weeks before the start of the event or, in the case of modular implementation, before the start of the series of events. Cancellation at a later date is subject to a cancellation fee of 100% of the participation costs, unless a suitable replacement person is named and their participation is accepted by us.

We reserve the right to cancel or postpone certifications if the number of participants is too low - at least two weeks before the scheduled date.

## Prices

All prices quoted are exclusive of 20% value added tax and any travel and accommodation costs (deductions).

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