



MBTI® Step I Foundation Programme (3+1 day)

Practical information

PLEASE READ IMMEDIATELY

The purpose of this document is to provide further information about the MBTI® Step I Foundation Programme, to explain the practical details about what will happen next, and to inform you about what you will need to organise in order to deliver this programme.

Pre-programme qualification requirements

The MBTI Step I Foundation Programme has no qualification pre-requisites. It is designed for HR and training professionals, organisational development consultants, coaching professionals and managers who are interested in administering the MBTI instrument.

PLEASE NOTE – The MBTI Step I Foundation Programme is designed for people who have not undertaken any previous formal psychometric training. If any participant planning to attend this programme holds a BPS Certificate in Occupational Testing (Test User: Occupational, Ability and/or Test User: Occupational, Personality, formerly Level A or Level B), please contact OPP®, as they may be better advised to attend a different programme.

Assessment and qualification

Assessment on the programme is as follows:

1. An untimed, multiple-choice examination must be taken as part of the distance learning module that follows immediately after the three day workshop component of the programme. Participants who do not achieve 80% will be asked to complete a further open-book assessment to ensure that they have the necessary level of understanding to administer the instrument.
2. The ability to interpret and feed back the MBTI instrument is observed and assessed during the final day of the workshop. If participants do not show sufficient skill, OPP will endeavour to support them to attain the required level.



- Participants are also required to complete fieldwork, which involves administering and giving feedback on the MBTI questionnaire to two individuals between the workshop modules of the programme. This is regarded as an integral part of the programme, and is required before a participant can be qualified as an MBTI user.

OPP retains the right not to qualify a participant who does not attain the required level of competence.

It is not the normal practice of OPP Ltd to disclose participants' detailed results to their employer or sponsoring bodies. However, pass/fail status can be supplied on request.

Timetable

The programme will be held in four modules parts:

Module One: An online module that introduces the key concepts of the programme

Module Two: A workshop module in which delegates gain familiarity and experience with providing individual and group feedback on the MBTI instrument

Module Three: This module comprises fieldwork, in which the MBTI is administered and fed back to two individuals and a distance learning component, in which technical concepts are covered and the untimed exam is undertaken.

Module Four: A final day, in which practical feedback skills are assessed and knowledge of how to use the MBTI instrument and reports for a variety of business applications is explored and experienced.

Modules Two and Four (the two workshop modules) are normally separated by approximately six weeks in order to allow participants to complete Module Three, comprising distance learning and fieldwork.

The schedule for this programme is as follows:

		<i>Registration</i>	<i>Start</i>	<i>Finish</i>
<i>Module One</i>	<i>Introductory Module completed online</i>			
<i>Module Two</i>	<i>Day 1</i>	9.15am	9.30am	5.30pm
	<i>Days 2 & 3</i>		9.00am	5.00pm
<i>Module Three</i>	<i>Fieldwork and Technical Module completed online, including exam</i>			
<i>Module Four</i>	<i>Day 4</i>	8.45am	9.00am	5.00pm



What you need to do

Client administration contact

Please make sure that someone is available for OPP to liaise with, both leading up to and during the programme, to deal with such matters as equipment difficulties or small amounts of additional (unforeseen) photocopying at the programme itself.

Participant details

When the programme has been confirmed (on return to OPP Ltd of a signed copy of the Terms of Engagement), we will need the name, address, job title, email address and contact telephone number for each participant so that we can send pre-programme materials via email as far in advance of the programme as possible.

Pre-programme preparation for participants

As part of the introductory Module One, each participant is asked to complete and return an MBTI Step I questionnaire. If any participant has experienced the MBTI instrument previously they still need to complete another MBTI Step I questionnaire as the results are used during the programme.

All aspects of pre-programme preparation are covered in Module One.

Module One materials include the following:

1. Online materials that introduce the MBTI instrument and core concepts that will be encountered during the first workshop module of the programme (Module Two)
2. The MBTI Step I questionnaire to complete online

We estimate that the Module One study takes between four and six hours, depending on the individual's familiarity with the MBTI instrument.

Venue

Please send details to OPP Ltd of the full address, phone and fax numbers for the venue (if you have not already done so). If possible please also send directions and a map for the trainer.

Catering

Please arrange daily mid-morning and mid-afternoon coffee/tea and lunch for the participants and trainer. Please also arrange extra lunches on Days 3 and 4 for the additional observers on those days.



Training rooms and equipment

Please make sure that the training room is generously sized for the numbers involved, with plenty of desk/table space for participants. There is a lot of group work, so participants need either a large main training room (with room to subdivide into groups) or the addition of a few syndicate rooms close by. The trainer will need a laptop projector and screen and two flipcharts. Our usual table layout is 'cabaret', ie blocks (or islands) of tables so that participants are sitting in groups of 4–6 people.

Participants will require breakout syndicate areas in which to practise administering and giving confidential feedback on the MBTI instrument. Ideally private breakout areas should be available. These practice sessions take place on the morning of Day 3 (when participants work in groups of four), and on the morning of Day 4 (when they work in pairs)

Accommodation for the trainer and additional trainers

Please arrange suitable business-class accommodation in a hotel providing room service near the training venue, where the training staff can stay during the programme. The following accommodation will be required:

Trainer: The night before the programme and each night during the programme (not including the night following the end of the programme).

Additional trainers: To be confirmed by OPP Ltd.