



Whole Person Technology



Career Development and the Highlands Ability Battery

Your career development counselor should utilize the best tools available to help you acquire the self-knowledge, resources and skills to discover and succeed at your life and career. Whether you're a Fortune 500 executive, an entrepreneur, a manager or a professional, the Highlands Company can help you to understand, build and utilize the Eight Critical Steps to Discovering What You Do Best. We call this the Highlands Career Development process.

Choosing a career path and the right tool for career development is a critical process that requires a Personal Vision or lodestar. The effectiveness of your decision-making at Turning Points in your life will depend on the information and knowledge available to you. **Knowledge is power.** The more knowledge you have about yourself, the more effective your life and career decisions will be. The trick is to figure out what information you lack or need and then gather and analyze that information.

Whether you are forming a career plan, reviewing your career options, or deciding how to respond to a new job offer, the Eight Critical Steps identified by Highlands will help you to make the right decisions for your career development. Before you begin exploring a career change and try to identify a job or profession which will prove satisfying, you must first develop a true understanding of yourself – your natural abilities, your skills, your interests, your values, your goals, your personal style and characteristics, your family background and history, and where you are in your career development cycle.



Eight Critical Steps to Career Development

STEP ONE:

Assessing your abilities. The Highlands Ability Battery is the most effective assessment of innate or “hard-wired” abilities available today. Online since June 2004, the Battery measures an individual’s abilities by requiring him to perform worksamples that test the speed at which he can perform an assigned task. By requiring the individual to perform a timed worksample, we learn more

about his ability to perform that task than by any other means. One worksample was designed to measure a person’s powers of observation. In all, the Highlands Ability Battery asks an individual to perform nineteen different worksamples. The results enable the individual to plot his or her career development.

STEP TWO:

Analyzing your skills. Skills are developed and learned; Abilities are congenital. Skills are those function-driven tasks an individual has learned to do well. They develop over time through study, education, application and practice. To the extent an individual takes advantage of her natural abilities in developing a skill, the skill will be acquired more quickly, easily and fully and will facilitate career development.

STEP THREE:

Understanding Your Personal Style. Every individual has developed speech patterns, body language, social devices, and personality traits unique to her. Because other individuals respond either more or less favorably to a person’s



personal style, it's important to identify its ingredients in each individual to enable that individual to relate better to other people.

STEP FOUR:

Knowing Your Interests. Over the years, a person develops interests unique to her. When these are identified and recognized, the individual can be helped to combine these with her abilities to achieve a fuller and more integrated use of both in her career development.

STEP FIVE:

Reliving Your Family History. An individual's background and family shape her life and her work ethic. We encourage each individual to examine and to understand how her family's history and her intrafamily relationships have influenced her.

STEP SIX:

Relating to Your Values. An individual's values (i.e., her scales for judging good and evil, wise and foolish, moral and immoral) define her reaction to people and events around her. When a sense of her values is combined with knowledge of the other factors in the whole person, the individual is helped to bring her plans and choices into sharper focus and to enhance her career development.

STEP SEVEN:

Reaching Your Goals. Every person has goals which control and drive her activities, both every day and over the foreseeable future. The individual may wish to modify these goals in light of her natural abilities. The results of one work-sample may show, for example, that she may be happiest pursuing short-term objectives instead of long-term goals.

STEP EIGHT:

Your Career Development Cycle. Each individual confronts critical stages or transitions (Turning Points) in his or her life. Some of these are work- or career-related. These career issues are sometimes self-created and sometimes caused by external forces (e.g., company downsizing). By defining and facing the issues confronting you at the moment, we are able to help you through these transitions and empower you to make better career development decisions.

