



**Saville**  
assessment

# Partner Guide to Distance Learning

2024

[savilleassessment.com](https://savilleassessment.com)

© 2023 Saville Assessment Ltd. All rights reserved.



# Wave Conversion Distance Learning

# Wave Distance Learning

## Key facts

- 4 hours of modular online learning
- 1-hour phone call with a consultant
  - Consultant delivers demo feedback
  - Delegate delivers feedback
  - Questions
- Cost £680 / €820 / \$1,090 – if Saville Assessment run the 1-hour phone call
  - 50% discount if the partner runs the 1-hour phone call

## Key considerations

- Distance learning is available in English only
- Delegates must already be trained in a trait-based tool
  - If the delegate is registered with the BPS and wishes to add their Wave qualification, the 1-hour session must be delivered by Saville Assessment

# Process

## Partner Actions

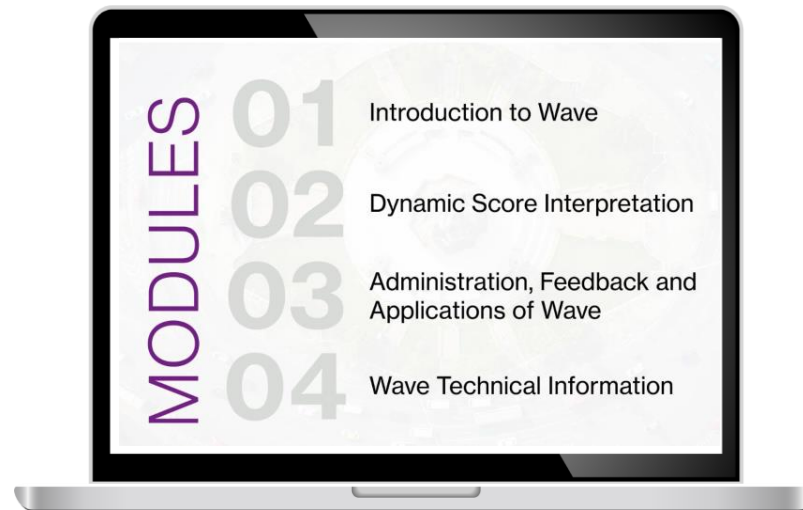
1. Ensure the delegate has an appropriate prior certification to be eligible for Distance Learning
  - You are responsible for ensuring the delegate as an existing qualification in a trait-based tool
  - You can accept BPS Test User: Occupational Personality (formerly Level B), 15FQ, 16PF, Dimensions, Hogan Personality Inventory, Neo PI-R, and OPQ. If the test is listed on the BPS test register, the description will include whether it is a type or trait-based tool. You can check the BPS test register [here](#). Please confirm the qualification before agreeing to deliver this training to the client.
2. Set the delegate up to complete Wave Professional Styles on your platform and generate Expert Report. Do not share with delegate.
  - This is not included in the cost and will be chargeable. You can use marketing credits, just be careful not to exceed these.
  - If they have completed Wave within the last 18 months or so (e.g. following a trial / for marketing purposes) then it is fine to use this report if they don't want to retake Wave.
3. Complete the Wave Distance Learning Booking Form and send to [Training.Administrator@savilleassessment.com](mailto:Training.Administrator@savilleassessment.com)

Delegate First Name	Delegate Last Name	Delegate Job Title	Delegate Company	Delegate Email Address	Previous Training Experience? <small>Must be an approved trait-based tool</small>	Partner Point of Contact Name	Partner Point of Contact Email Address

# Process

## Saville Assessment Actions

4. The Training Team will set the delegate up to complete the online modules
5. Once the delegate has completed the online training, our Training Team will let the partner point of contact know
  - There are quick assessments built into each module that the delegate has to pass in order to progress – we record this all on our Learning Management System, Litmos, on which we host the training, managed by our Training Team



# Process

## Case Study

- During the follow up call, the delegate will provide feedback to Sam Jenkins.
- The consultant will play Sam Jenkins, whilst completing a feedback form.

### Job Description

#### Business Development Manager

A new Business Development Manager is required to head up the e-Learning Account Management Team. The role will focus on overall management of the team and supporting them in developing their existing client accounts as well as encouraging new opportunities. The Business Development Manager will inspire the team to come up with innovative e-learning approaches to provide new solutions for clients.

#### Key Responsibilities:

- Managing the team and coordinating their sales and account management activities
- Forming strategies on developing e-learning's usage with existing accounts and generating and following up new leads
- Generating innovative ideas and creative approaches to e-learning with due consideration of customer needs
- Providing additional training to the team to increase sales revenues
- Managing challenges encountered by the team and advising on the best course of action

#### Required Skills and Experience:

- Proven sales track record
- Influencing and negotiation skills
- Interpersonal and communication skills
- Able to network and build relationships with a range of individuals
- Excellent project management skills
- Able to motivate a team to achieve targets
- Able to develop innovative approaches to meet business objectives
- Can adapt to challenging situations and remain positive
- Approachable, providing support and sharing expertise with the team
- Previous experience working with dynamic simulation software and knowledge of e-learning programmes

### Full Psychometric Profile - Influence Cluster



# Process

## Partner Actions

6. Send delegate follow-up email and arrange feedback call
  - This contains information about the feedback session, including Sam Jenkins' report and job description
7. Send delegate their Expert Report - we typically do this an hour before the call
8. Complete the follow up feedback call with the delegate
  - Introduce the session – ask how they found the training, explain process, initial questions
  - Using the delegate's report, run through a sample Wave introduction, response summary and a small section of the profile to demonstrate how to explain each of the profile splits
  - Allow the delegate to ask any questions
  - Delegate provides feedback to “Sam Jenkins” as Consultant completes feedback form – feedback can be in a selection or development context
  - Provide verbal feedback and explain that you will send over the written feedback form with their certificate
  - We tend to take these calls as an opportunity to discuss with a client any potential upcoming projects and how we may be able to support them
9. Complete the Wave Distance Learning Certificate Form and send to [Training.Administrator@savilleassessment.com](mailto:Training.Administrator@savilleassessment.com)

Delegate First Name	Delegate Last Name	Delegate Job Title	Delegate Company	Delegate Email Address	Wave or 360 DL	Date Passed

# Process

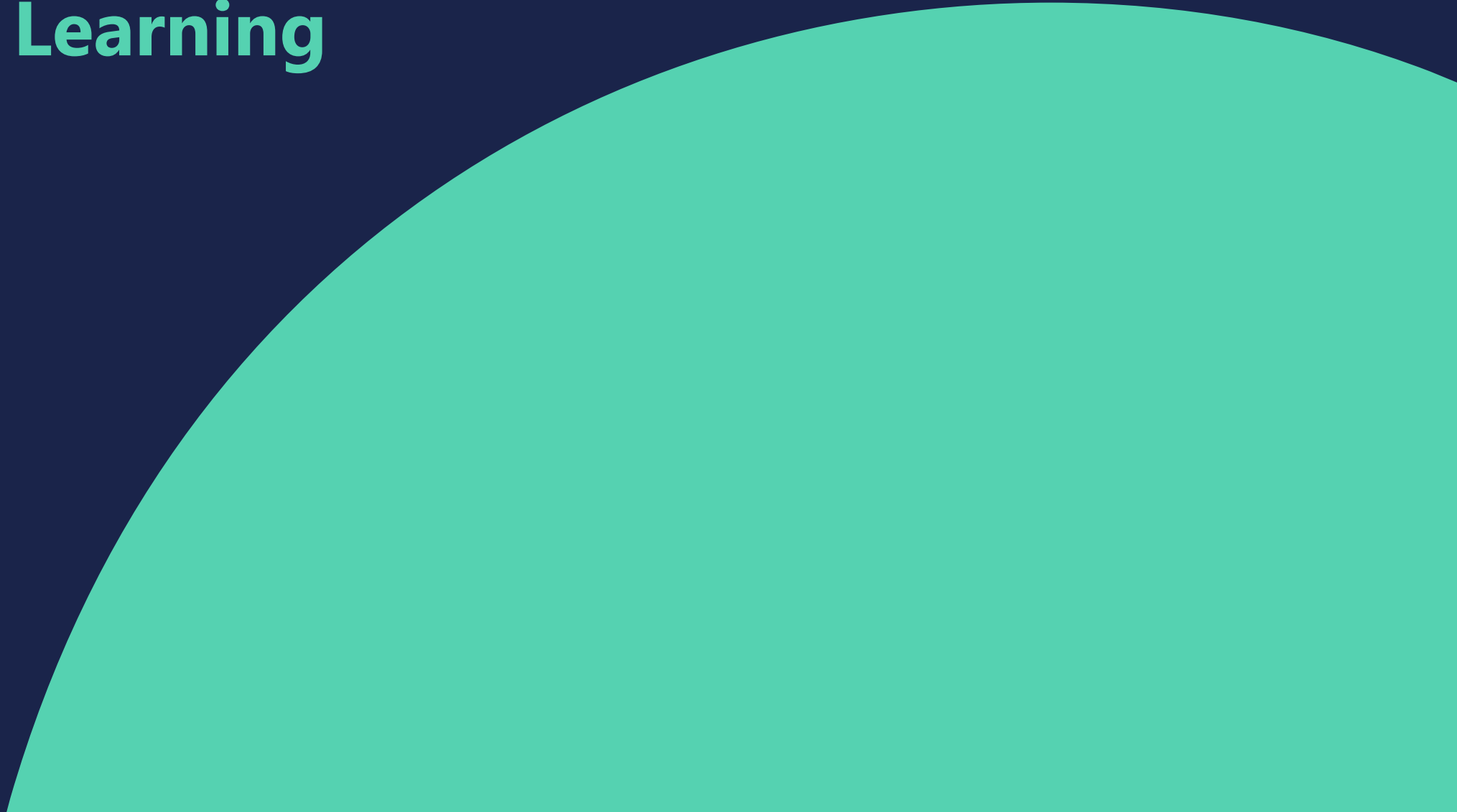
## Saville Assessment & Partner Actions

10. Our training team share the delegate's certificate with the partner point of contact to send to the delegate with their feedback form





# Performance 360 Distance Learning



# Wave Performance 360 Distance Learning

## Key facts

- 2.5 hours of modular online learning
- 45-minute phone call with a consultant
  - Delegate delivers feedback
  - Questions
- Cost £680 / €820 / \$1,090 – if Saville Assessment run the 45-minute phone call
  - 50% discount if the partner runs the 45-minute phone call

## Key considerations

- Distance learning is available in English only
- Delegates must already be trained in Wave

# Process

## Partner Actions

1. Ensure the delegate is already Wave trained
  - You are responsible for ensuring that our Training Team have been updated on all new Saville trained users
2. Set the delegate up to complete the 'self' portion of Wave Performance 360 or Leadership Impact 360 on your platform.
  - Our Bureau team can support with this. Wave Professional Styles on your platform and generate Expert Report. Do not share with delegate.
3. Complete the 360 Distance Learning Booking Form and send to [Training.Administrator@savilleassessment.com](mailto:Training.Administrator@savilleassessment.com)

Delegate First Name	Delegate Last Name	Delegate Job Title	Delegate Company	Delegate Email Address	Wave Trained?	Partner Point of Contact Name	Partner Point of Contact Email Address

# Process

## Saville Assessment Actions

4. The Training Team will set the delegate up to complete the online modules
5. Once the delegate has completed the online training, our Training Team will let the partner point of contact know
  - There are quick assessments built into each module that the delegate has to pass in order to progress – we record this all on our Learning Management System, Litmos, on which we host the training, managed by our Training Team



# Process

## Case Study

- During the follow up call, the delegate will provide feedback to Sam Jenkins.
- The consultant will play Sam Jenkins, whilst completing a feedback form.

### Saville Assessment Wave Performance 360 Distance Learning: Feedback Practice

#### Background Information

Sam Jenkins has been identified as high potential at Tradigital Ltd and is due to begin a leadership development programme. The programme will comprise of a selection of sessions targeting different leadership skills and behaviours. Those going through the leadership programme have been given ownership over choosing which sessions they feel would be most beneficial in supporting their development. Sam has completed the Wave Performance 360 questionnaire to better understand current strengths and areas of development to ensure the most appropriate paths are selected.

#### Your Task

As a trained Wave Performance 360 user, you are tasked with conducting a one-to-one session with Sam where you will provide feedback on the report with the aim of encouraging self-insight, supporting the creation of a personal development plan and choosing relevant leadership programme options. For the purpose of this practice feedback session, you only need to provide feedback on the Providing Leadership section of Sam's Performance 360 Expert Report. You should also include an introduction to your feedback session. It is recommended you review the comments in Sam's report to support your feedback.

Tradigital's Leadership Competencies and the Leadership Programme options are provided below for reference.

#### Tradigital Leadership Competencies

##### Fostering a Team Environment

Collaboration is key. Our leaders understand that thinking, planning, decisions and actions are better when done cooperatively.

##### Creating Organisational Change

Awareness of the need and desire to participate and drive change. Our leaders recognise the need to create a compelling vision of the future and develop a plan of action.

##### Building Trust and Accountability

Our leaders set their team members' clear objectives and expectations. They promote open communication and work hard to support and empower others.

##### Promoting a High-Performance Culture

Our leaders promote and reward success. They set stretch targets and promote learning and growth for all members of their team.

##### Building Partnerships

A strong emphasis for developing strategic relationships, our leaders work with others to combine their resources and become more influential.

#### Leadership Programme Options

**Action Learning sets:** regular group discussions of live problems where supportive links are developed with a broad range of colleagues.

**Secondment:** the opportunity to work in another area of the business to develop skills and build awareness of the challenges different business units experience.

**Mentoring:** a learning and development partnership where individuals are assigned a more experienced colleague for support and guidance.

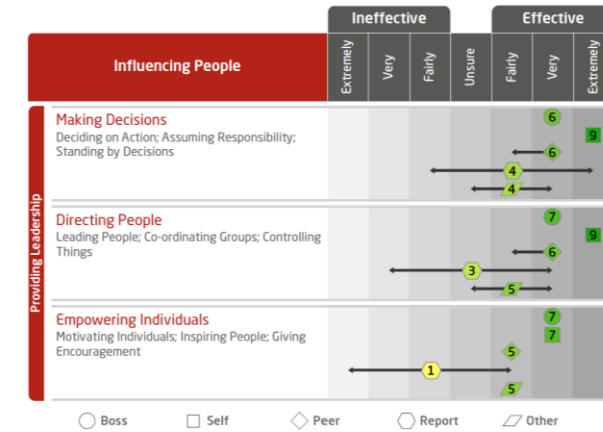
**Honest Conversations:** a training module to develop communication between managers and their employees to build trust and improve performance.

**Delivering Change:** a training module to help individuals lead through change by helping them recognise that others react differently to change and providing support in how you can lead others more effectively.

**Leading Others:** a training module to support individuals in growing their team, focusing on developing authentic and servant leadership styles in order to best support and mentor their team.

**Coaching Skills:** a series of sessions designed to build coaching capabilities. The sessions cover different coaching models and techniques facilitated by an expert Executive Coach. As part of the sessions, participants are required to identify an individual to coach in order to practice their skills.

### Behaviour Profile - Influencing People



### Rater Comments

#### Sam Jenkins needs to do less of...

- Boss 1:** Sam is a passionate individual but sometimes this overrides good judgement - taking a more considered approach could be beneficial.
- Self 1:** Talking over people.
- Peer 1:** Although Sam comes up with a lot of creative ideas, there is a lack of consideration for the practical implications; this can impact the turnaround of projects and Sam can become quite defensive when challenged on this.
- Peer 2:** Sam is an outgoing character who can dominate conversations when there are other valid opinions which could be share.
- Peer 3:** Sam needs to be less independent and more mindful of colleagues and team members.
- Report 1:** No comments were made
- Report 2:** No comments were made
- Report 3:** No comments were made
- Other 1:** Sometimes I think Sam can be a bit forceful when talking to others and trying to make the points of an argument clear.
- Other 2:** No comments were made
- Other 3:** No comments were made

# Process

## Partner Actions

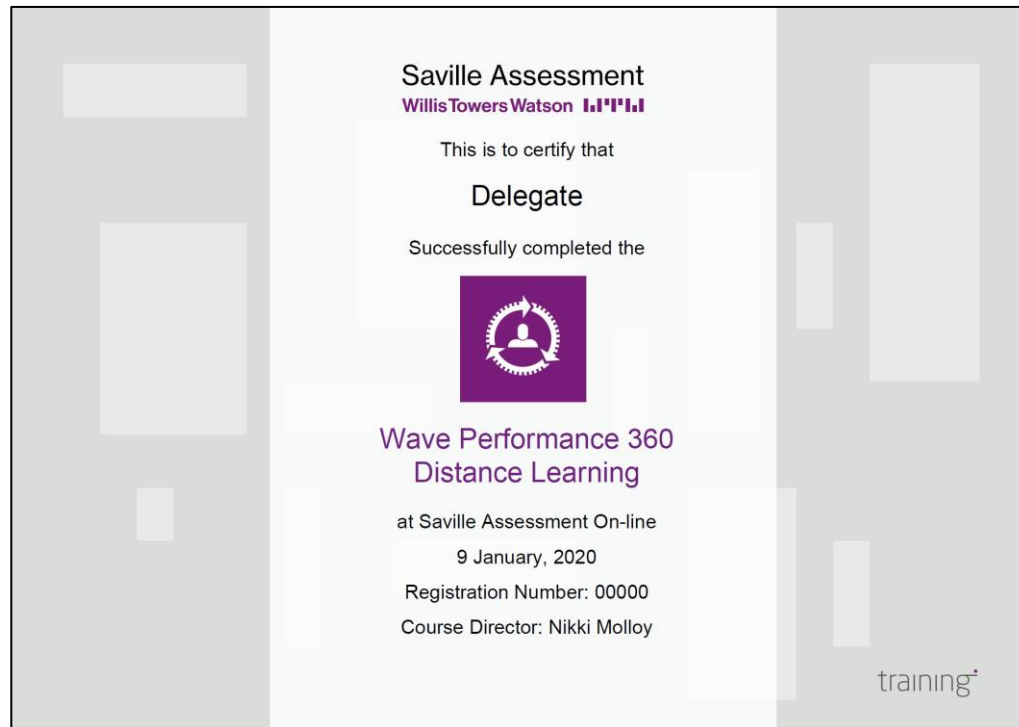
6. Send delegate follow-up email and arrange feedback call
  - This contains information about the feedback session, including Sam Jenkins' report and background information
7. Send delegate their Expert Report - we typically do this an hour before the call
8. Complete the follow up feedback call with the delegate
  - Introduce the session – ask how they found the training, explain process, initial questions
  - Delegate provides feedback to “Sam Jenkins” as Consultant completes feedback form
  - Provide verbal feedback and explain that you will send over the written feedback form with their certificate
  - We tend to take these calls as an opportunity to discuss with a client any potential upcoming projects and how we may be able to support them
9. Complete the Wave Distance Learning Certificate Form and send to [Training.Administrator@savilleassessment.com](mailto:Training.Administrator@savilleassessment.com)

Delegate First Name	Delegate Last Name	Delegate Job Title	Delegate Company	Delegate Email Address	Wave or 360 DL	Date Passed

# Process

## Saville Assessment & Partner Actions

10. Our training team share the delegate's certificate with the partner point of contact to send to the delegate with their feedback form





# Saville

assessment

[www.savilleassessment.com](http://www.savilleassessment.com)