

Training and Development



Training with The Holst Group

The Holst Group distributes and delivers McQuaig Psychometric System tools and workshops to support your people and your business.

**Contact us at any time:
0845 456 4000 or info@mcquaig.co.uk**

We are so passionate about the products and workshops we bring you all our work is fully guaranteed!

100% guaranteed

If for any reason you are not satisfied that your new skills are being applied 3 months after training, we will re-train you for free.

GUARANTEED



If after 6 months you are still not satisfied, we will refund the original training course fees.

✓ In-house courses

All of our courses are available in-house. You choose the date, location and time of your courses to suit your schedule. We will send all materials and an accredited trainer saving you employee travel and accommodation expenses.

✓ Public courses

We use quality venues such as the Henley Business School in the South East, Ettington Chase in the Midlands and West One in central London. Free wifi, lunch and refreshments are all included.

✓ Trainer accreditation

You can become accredited as a trainer if you see this sign. Each Accreditation begins with the full version of your chosen course, followed by intensive training in the presentation, practice and facilitation.

What to expect

All courses include a mix of teaching and practical exercises. Participants will work in small groups and take home a comprehensive workbook as an ongoing resource.



www.mcquaig.co.uk

0845 456 4000

info@mcquaig.co.uk

McQuaig Overview (online or onsite)

In-house course



Online



45 minutes
(in-house)

5 minutes
(online)

Purpose

Participants learn about the *tools, surveys and reports* included in the McQuaig Psychometric System and their Unlimited Access Package.

What you will learn:

- Psychometrics and why companies use them
- Overview of the McQuaig Psychometric System
- The Tools, Surveys and Reports
 - The McQuaig Job Analysis™
 - The McQuaig Job Survey®
 - The McQuaig Word Survey®
 - The Job Fit Interview Guide
 - The McQuaig Self-Development Survey™
- Benchmark. Recruit. Develop. Retain. What to use when?
- Internal requirements



Workshop overview

- Background to psychometrics
- Assessing individuals
- The McQuaig Psychometric System
- The McQuaig Job Analysis™
- The McQuaig Job Survey®
- The McQuaig Word Survey®
- The Job Fit Interview Guide
- The McQuaig Self-Development Survey™

Who should attend?

- Anyone who recruits, manages or develops staff
- Those wanting information on the tools available to them for implementing any people strategy
- Directors, managers, department heads, supervisors and team leaders, human resources and learning and development

The McQuaig Overview is a pre-requisite for those wishing to attend Level 1 McQuaig Certificate training.

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Level 1 McQuaig Certificate

In-house course



Public course



1 day

Purpose

The Level 1 McQuaig Certificate gives an introduction to the McQuaig Psychometric System.

The day focuses on the practical application of the System and includes basic interpretation to a Level 1 Certificate standard.

The Level 1 McQuaig Certificate is a qualification issued in conjunction with The McQuaig Institute.

This workshop includes an open book assessment and requires pre-work.

What you will learn:

- The Tools and Surveys
- How to competently administer the McQuaig Psychometric System
- Interpretation skills to a Level 1 Certificate standard
- Best Practice and the technical aspects of assessment



Workshop overview

- Background
- Tools and Surveys
- Administering the System
- Best Practice
- Interpreting The McQuaig Word Survey® Level 1
- Open book assessment

Who should attend?

- Anyone administering the McQuaig Psychometric System
- Those requiring basic interpretation skills
- Those continuing to Level 2 Accredited McQuaig Interpreter training
- Anyone wishing to become a McQuaig Accredited Trainer

The Level 1 McQuaig Certificate is a pre-requisite for those wishing to become a Level 2 Accredited McQuaig Interpreter.

Pre-work

Participants will have attended or viewed online the McQuaig Overview.

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Level 2 Accredited McQuaig Interpreter

In-house course



Public course



1 day

Purpose

Level 2 Accredited McQuaig Interpreter training will qualify you as a McQuaig Interpreter and is issued in conjunction with The McQuaig Institute.

This workshop includes an end of day assessment and requires pre-work.

What you will learn:

- Interpretation Skills to a Level 2 standard
- Traits and Profile families in detail
- Analysis of real life profiles

Who should attend?

- Anyone qualifying for Level 2 Accredited McQuaig Interpreter
- Those continuing to Level 3 Advanced McQuaig Interpreter training
- Anyone wishing to become a McQuaig Accredited Trainer
- Those who want better understanding of The McQuaig Word Survey® and how to use it in everyday situations



The Level 2 Accredited McQuaig Interpreter training is pre-requisite for those wishing to become a Level 3 Advanced McQuaig Interpreter.

Workshop overview

- Interpreting The McQuaig Word Survey® Level 2
- The traits in depth
- Misconceptions
- When is the Real not the Real?
- Interpretation Hints
- The Great McQuaig Quiz
- Open book assessment

Pre-work

You will need to bring:

- Your McQuaig Word Survey® and your Self-Development™ Reports
- 6 completed McQuaig Word Survey® graphs

FREE REFRESHER BONUS: Level 2 Accredited Interpreters can attend any of our Level 2 Public Workshops as often as they like to refresh their skills!

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Level 3 Advanced McQuaig Interpreter

In-house course



Public course



1 day

Purpose

Level 3 Advanced McQuaig Interpreter training will stretch, challenge and enhance your interpretation skills.

Level 3 Advanced McQuaig Interpreter is a qualification issued in conjunction with The McQuaig Institute. This workshop includes an end of day assessment and requires pre-work.

What you will learn:

- Interpretation Skills to a Level 3 standard
- Tips for managing tricky profiles
- Implications of traits on day to day performance

Who should attend?

- Anyone wishing to 'know their stuff'
- Those looking to build their competence in interpretation
- Anyone wishing to become a McQuaig Accredited Trainer



The Level 3 Advanced McQuaig Interpreter training is pre-requisite for those wishing to become an Accredited McQuaig Trainer.

Workshop overview

- Recognising profile types and profile families
- Successes and challenges
- System challenges
- Traits and day-to-day performance
- Profile extremes
- Tips for managing tricky profiles

Pre-work

You will need to bring:

- Any system challenges
- Examples of difficult graphs you have come across
- A good understanding of profile types and families
- Your workbooks from Level 1 and 2

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Effective You!

In-house course



Public course



Trainer accreditation



1 or 2 days

Overview

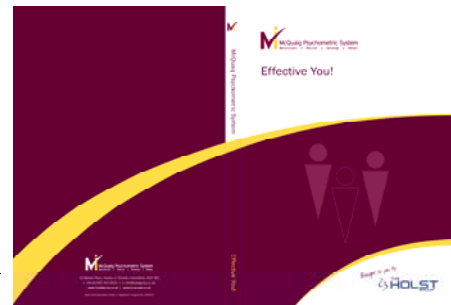
Are you making the most of your talents at work? What simple steps can you take to deal effectively with the things that might be holding you back?

Effective You! is a one-day seminar that helps participants build on the self-knowledge gained by completing The McQuaig Self-Development Survey™.

Participants leave with a detailed action plan to encourage improved job performance, increase job satisfaction and greater success.

What you will learn:

- Insight into your personal strengths and developmental areas
- Identify several key actions you can take back to work and start on immediately
- Ensure that your action plan is aligned to your organisation's goals
- Develop skills to help you seek the coaching and support needed from your boss



Workshop overview

- Introduction
- Understand your own profile
- Enhancing business relationships
- Maximise your contribution
- Developing your Personal Action Plan

Walk away tools

The McQuaig Self-Development Survey™ Report. This validated self-assessment includes:

- A detailed analysis of strengths and developmental areas
- Up to forty action items to help you maximise your professional effectiveness
- A simple methodology for prioritising your action items and aligning them to your company's goals
- A personal action plan

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Effective Teams

In-house course



Trainer accreditation



1 day



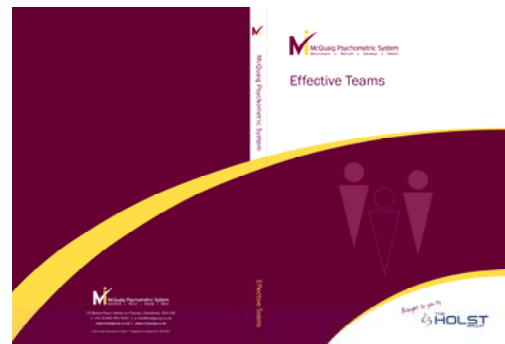
Overview

We start by taking the team through a process of self-assessment using The McQuaig Self-Development Survey®.

This process helps the team recognise their natural strengths as well as areas to improve the gaps they need to address to gauge its own effectiveness and thereby improve performance.

What you will learn:

- Understand 7 key components of effective teams
- Understand yourself and others in relation to personality styles and team functioning
- Gain insight into your work-related strengths, developmental areas and how it impacts your relations with other team members
- Analyse the strengths and weaknesses of your team
- Identify several key actions you will take to leverage your strengths
- Manage your developmental areas back on the job



Workshop overview

- Team Triathlon
- Overview of Teams
- The McQuaig Self-Development Survey™
- Temperament in Action
- Team Analysis
- Team Challenge

Walk away tools

- Participants will better understand the factors that help new teams gel and enable dysfunctional teams to become more productive
- They will learn how to create team synergy by better understanding personality styles, individual roles and team functioning
- A detailed analysis of strengths and developmental areas
- A personal action plan

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Effective Interviews and Selection

In-house course



Public course



Trainer accreditation



1 or 2 days

Overview

The purpose of this workshop is to provide participants with practical, easy-to-use tools to help assess and interview candidates more objectively.

Learning Outcomes:

- Determine critical behaviours and interview questions for a specific job
- Use past behaviour as a predictor of future performance
- Conduct legally defensible interviews
- Link reference checks to critical job behaviours
- Get beyond the 'rehearsed' responses of a well-coached candidate



Who should attend?

Anyone involved with interviewing and selecting.

Workshop overview

- Recruiting and interviewing challenges
- Top 10 hiring mistakes
- 3 step interviewing process
- Step 1 Define the Job
- Step 2: Assess the Candidate
- Step 3: Document and Decide

Why you should attend:

- Learn how to interview and select people best suited to the role
- Receive a step by step guide from when a resume/CV arrives to making the decision
- Understand what 'good' interviews look like

Pre-requisite:

To get the most from this workshop you will have your Level 1 McQuaig Certificate and attended or viewed online The McQuaig Overview.

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