

Are you hiring the right people?

- How handwriting analysis could assist in making the right decision?

Introduction

Based on Princeton study, 4 out of 5 people are wrong for the job. Further studies revealed that 85% of the sales people are in the wrong profession.

When people applied for a job, they told the potential employer about their qualifications and their “hard” skills (skills such as computer skills, mechanical skills; in other words skills that you can see, touch and feel). However most of the time people overlooked to tell and to know (for the employee) the more important criteria for any jobs that was the personal qualities or the “soft” skills that the potential employee have.

When these were overlooked, there’s a possibility that in the long run employer may find that the person they hired may not be suitable for the job or even the employees themselves found that the job was actually not for them. As the results, time wasted for both parties, frustration occur and sometimes wasted of money on the employee part.

Various conservative estimates put the number of U.S. companies using graphology or handwriting analysis are somewhere around 5,000 – 10,000. Experts agree that these numbers would probably be higher as many companies do not want to publicly be known that they are using handwriting analysis as the screening tool.

In France, 80% of the top 500 companies use handwriting analysis to screen prospective employees.

Examples of companies in U.S. that have used or currently use handwriting analysis include:

- Bank of America
- CIA
- Exchange Bank
- Federal Express
- Kentucky Fried Chicken
- Kodak
- UPS

Handwriting is also called brain writing, as it is controlled by the part of the brain that also controlled our speaking ability. When you write, you are not writing with only your hand. You also write with your brain, muscles and nerves. These four parts of you in turn react to conscious, subconscious and emotional stimuli. For example when you wrote in an angry emotion, it could be seen in your handwriting. That's how your handwriting could reveal a lot about you.

The personality revealed by the handwriting remains constant no matter what part of the body is used to write. Even if the use of the hands is lost due to disease, violence

or accident and this person use their mouth or foot to write, the handwriting will remain constant to reveal the personality through the same traits that are written by the hand.

Despite the common tendency to lump handwriting analysis with the occult mumbo-jumbo, there is nothing mystic about handwriting analysis. Handwriting analysis does not foretell the future or give an analyst a picture of the past. It is a scientific method of identifying and evaluating traits of personality. The individuality shown in a page of handwriting tells more about a person than he may know about himself. A person's handwriting is an X-ray photograph of his inner self, his tastes, desires, mental process, maturity, vocational aptitudes and cultural desire.

Handwriting analysis is used in many fields. It can either be done on individual personality outline, in-depth analysis, and compatibility reports based upon the handwriting samples of two vocational and child guidance analysis and personal evaluations on a consultant basis.

Handwriting analysis can be use in a wide range of industries from major companies such as insurances, banking, manufacturing, legal law etc to local college students who want those love notes analysed because where love is blind, handwriting analysis is not.

Handwriting analysis is very important tool in the process of recruiting new employees i.e. executive, manager, engineer, director etc. The candidates do not have to answer 350 plus questions and they even do not need to know that they are being analysed. The qualifications of the respective candidates will be known through their resume and certificates while their personalities could be evaluated from how they represent themselves in an interview and through their handwriting.

Course Objectives

The objectives of the course are to:

1. Introduce to the participants a tool that could be use to understand the personality of themselves and the people around them better
2. Introduce to participants the basic of handwriting analysis where participants will be able to understand why sometimes people have the right qualification but when hired not suitable for the job.
3. Expose participants on the sample of traits needed in specific positions and better understanding on the use of handwriting analysis for occupations

Apart from the above, this course is not to train the participants to be a handwriting analyst. However this course is going to give them a better understanding on how their handwriting could reveal about whom they really are.

Course Outline:

No.	Topic	Time
Day 1		
1.	Registration	8:30 – 9:00 a.m.
2.	Introduction session <ul style="list-style-type: none">- Getting to know the participants- Reasons why the participants attend the training- Something about the trainer	9:00 – 9:30 a.m.
3.	Tools use to determine personality of a person: <ul style="list-style-type: none">- Myers Briggs Personality Test- Winslow Personality test- People code- Behaviour observation- Feng Shui- Handwriting analysis	9:30 – 10:00 a.m.
4.	Simple samples of personality tests	10:00 – 10:30 a.m.
5.	Tea break	10:30 – 10:45 a.m.
6.	What to know about handwriting? <ul style="list-style-type: none">- What is handwriting? Explanation on handwriting- Samples of handwriting of famous people and not so famous people	10:45 – 11:15 a.m.
7.	What is handwriting analysis? <ul style="list-style-type: none">- Brief history of handwriting analysis- Block writing and cursive writing- What can be reveals through handwriting?- What could not be reveals through handwriting?- Three fields of handwriting analysis- Use and application of handwriting analysis in different fields- Frequent ask question	11:15 – 11:45 a.m.
8.	The five important things in handwriting analysis: <ul style="list-style-type: none">- The three zone- Stroke direction: Participants will understand the meaning of the three zones in the handwriting and the different meaning of the handwriting stroke direction- General Meaning of the handwriting slant- Emotional responsiveness- Introduction to emotional gauge- 6 categories of the emotional responsiveness:	11:45 – 1:00 p.m.

Participants will be introduced to the 6 categories of emotional responsiveness and in which categories they are in. They will be able to understand why they act the way they act in each situation they are in

- The meaning of depth or intensity of feeling
- Traits in the handwriting

9. Lunch break 1:00 – 2:00 p.m.
 10. How to measure the emotional responsiveness?
 - Participants will learn how to measure emotional responsiveness accurately in their handwriting 2:00 – 3:00 p.m.
 - Exercises will be given so that participants will be able to measure the emotional responsiveness
 11. Why some people have the right qualification but when hired not able to perform the job: 3:00 – 3:30 p.m.
 12. Tea break 3:30 – 3:45 p.m.
 13. Understanding why people act in the limited act despite the outstanding resume 3:45 – 4:30 p.m.
 - Procrastination
 - Fear of success
 - Aggressiveness
 - Resentment
 - Chronic sensitivity
 - Self-critical
 14. Answer and Question 4:30 – 5:00 p.m.
 15. End of day 1 5:00 p.m.
- Day 2
16. Recap from day 1 9:00 – 9:30 a.m.
 - Question and Answer

How handwriting analysis could help 9:30 – 10:00 a.m.

The occupations that we are going to discuss:

 - Managerial work
 - Administration
 - Laboratory Technology
 - Banking – paying and receiving
 17. Managerial Work 10:00 – 10:30 a.m.

Examples:

 - Department Head
 - Sales Manager

- Office Manager
 - University Head of Department
 - Librarian
18. Tea break 10:30 – 10:45 a.m.
19. Continuation 10:45 – 11:30 a.m.
 Managerial Work
 Examples:
- Department Head
 - Sales Manager
 - Office Manager
 - University Head of Department
 - Librarian
- 20 Administration 11:30 – 12:45 p.m.
 Examples:
- Academic Dean
 - Personnel Manager
 - Police Chief
 - Budget officer
 - Welfare Director
21. Lunch break 1:00 – 2:00 p.m.
22. Laboratory Technology 2:00 – 3:30 p.m.
 Examples:
- Chemical laboratory technician
 - Metallurgical technician
 - Pharmacist
 - Medical technologist
 - Criminalist
23. Tea break 3:30 – 3:45 p.m.
24. Banking – paying and receiving 3:45 – 4:30 p.m.
 Examples:
- Teller
 - Cashier
 - Foreign banknote teller-trader
 - Teller: collection and exchange
28. Question and Answer 4:30 – 5:00 p.m.
39. End of day 2 5:00 p.m

Key Benefits

From this training, participants will be able to understand why sometimes people with related qualification would not be able to perform in the position assigned to them. They will also learn about some of the negative traits that hold people back and cause them not able to perform well. They would be able to use the knowledge to improve themselves, select the correct people that will bring more profit to the company.

The training will also exposed the participants in the basic knowledge on the personality of the person.

Things to remember

1. Participants will not be handwriting analyst only by attending these two days course. It will take more than two days knowledge to become a handwriting analyst. However this course will give a general idea of how handwriting analyst works and the participant can also perform a simple analysis to give a general idea about a person.
2. Participants must remember not to judge people only by looking at one trait in the handwriting. For example if there is one dishonesty trait appear in the whole page of the handwriting would not means that the writer is a liar.
3. Please get handwriting analyst advise or analysis if participants wants a detailed analysis of a person or there are this that the participants not sure about. Please do not make assumption on things.
4. Participants are not allowed to use handwriting analysis to manipulate people. Handwriting analysis is a good tools to get to know ourselves better and the people around us and should be use to make improvement

Who should attend?

Human resources manager or personnel, general manager, banker, manager, head of department and people who are involve in the selection of new employee

Biography of the trainer

Khadijah Ibrahim had a Diploma in Chemical Engineering from the University Technology of Malaysia and further her study in Chemical Process Engineering and Fuel Technology in The University of Sheffield, United Kingdom. After graduating from The University of Sheffield, she worked in an international company as a chemist where later on promoted to QA Manager.

Khadijah's interests in personalities and people's characters had brought her to learning about handwriting analysis and grapho-therapy. With this interest, she had learned to become handwriting analyst and is now a certified Handwriting Analyst

from the Handwriting University, Dallas USA since September 2006. Her interests in handwriting analysis had changed her purpose of life where Khadijah wants to share her knowledge with as many people as possible, assist and inspire people especially the young minds to improve themselves and be successful in their life. Currently she is continuing her studies in handwriting analysis with Dr Erika Karoh's Handwriting Analysis Certification course. She was also under mentorship program with Jack Canfield's Success Principles Coaching program.

With the sharing of this knowledge in mind, Khadijah had wrote a book "Tulisan Cerminan Personaliti Diri" that talk about the basic of handwriting analysis and guides on how the readers could get to know themselves and the people around them better. Her book had caught the media eyes where it was reviewed by the New Straits Times in November 2007, interviewed in Malaysia Hari Ini; TV3 in January 2008 and interviewed in The Breakfast Show; NTV7 in January 2009.

Khadijah used the handwriting analysis as part of the interviewing process in selecting new employees and compatibility of job to the person and the compatibility of the person with the rest of the team. She also provides handwriting analysis services for individual and companies.