

Handwriting Analysis for Recruiting new Employees

- What could be read between the lines?

Introduction

Handwriting is called brain writing, as it is a projection from our subconscious mind. Handwriting is formed in a specific part of our brain that controls language. This small part of the brain that controlled both our writing and speaking is hardwired to our nervous system where if this part is injured, our writing and speaking abilities will be compromised.

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.

Handwriting analysis is a scientific method of identifying, evaluating and understanding personality through the strokes and patterns in the handwriting. As a handwriting analyst, we identify these strokes as they appear in the handwriting and describe the corresponding personality trait.

Though handwriting revealed the personality of the writer, there are things that cannot be revealed through handwriting analysis such as age, gender, nationality or even racial background.

Through handwriting analysis, we not only know ourselves, at the same time helps us to get to know others.

In corporate world handwriting analysis would be 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.

Through this handwriting analysis, employer would be able to tell whether candidates would be able to follow instructions, their learning ability, honest, focus on details, procrastinate, has an analytical mind and lots of others personalities to will help the company grow.

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 perform simple handwriting analysis in the recruitment process.
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 our handwriting could reveal about who we 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 writer 	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 	11:15 – 11:45 a.m.

- Frequent ask question
8. The five important things in handwriting analysis:
 - 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: 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

11:45 – 1:00 p.m.
 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
 - Exercises will be given so that participants will be able to measure the emotional responsiveness

2:00 – 3:00 p.m.
 11. How to use the knowledge or handwriting analysis in recruiting new personnel?

3:00 – 3:30 p.m.

 The occupations that we are going to discuss:
 - Security Services
 - Legal practice
 - Managerial work
 - Administration
 - Industrial Engineer
 - Engineering Technology
 - Laboratory Technology
 - Banking – paying and receiving
 - Accounting
 - Counselling and Guidance work
 - Child and adult care
 12. Tea break

3:30 – 3:45 p.m.
 13. Security Services

3:45 – 4:15 p.m.

 Examples:
 - Guard
 - Bodyguard
 - Life guard

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| 14. Legal practice
Examples:
- Lawyer
- District Attorney
- Magistrate
- Tax Attorney
- Conciliator | 4:15 – 4:45 p.m. |
| 15. Answer and Question | 4:45 – 5:00 p.m. |
| 16. End of day 1 | 5:00 p.m. |
| Day 2 | |
| 16. Recap from day 1
- Question and Answer | 9:00 – 9:30 a.m. |
| 17. Managerial Work
Examples:
- Department Head
- Sales Manager
- Office Manager
- University Head of Department
- Librarian | 9:30 – 10:00 a.m. |
| 18. Administration
Examples:
- Academic Dean
- Personnel Manager
- Police Chief
- Budget officer
- Welfare Director | 10:00 – 10:30 a.m. |
| 19. Tea break | 10:30 – 10:45 a.m. |
| 20. Industrial Engineer
Examples
- Quality Control Engineer
- Production Planner
- Industrial Engineer
- Industrial hygienist
- Traffic technician | 10:45 – 11:15 a.m. |
| 21. Engineering Technology
Examples:
- Chemical Engineer
- Field Engineer
- Calibration Laboratory Technician
- Sound Effects Technician | 11:15 – 11:45 a.m. |

- Quality Control Technician
 - Welding Technician
22. Laboratory Technology 11:45 – 12:15 p.m.
 Examples:
- Chemical laboratory technician
 - Metallurgical technician
 - Pharmacist
 - Medical technologist
 - Criminalist
23. Banking – paying and receiving 12:15 – 1:00 p.m.
 Examples:
- Teller
 - Cashier
 - Foreign banknote teller-trader
 - Teller: collection and exchange
24. Lunch break 1:00 – 2:00 p.m.
25. Accounting 2:00 – 2:30 p.m.
 Examples:
- Accountant
 - Loan officer
 - Bursar
 - Appraiser
 - Credit Analyst
26. Counselling and Guidance work 2:30 – 3:00 p.m.
 Examples:
- Counsellor
 - Psychologist - Clinical
 - Psychologist – School
 - Social group worker
 - Parole officer
27. Child and adult care 3:00 – 3:30 p.m.
 Examples:
- Nursery school attendant
 - Nurse aid
 - Orderly
 - First aid attendant
26. Tea break 3:30 – 3:45 p.m.
- 27 Bonus: 3:45 – 4:30 p.m.
 Negative traits to look-out:
- Procrastination
 - Fear of success
 - Aggressiveness

- Resentment
- Chronic sensitivity
- Self-critical

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?

Manager, teachers, trainers, lawyers, accountants, people in public relations, doctors, supervisor, human resources manager or personnel, head of departments 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 Universiti Teknologi 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 and interviewed by Malaysia Hari Ini; TV3 in January 2008.

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.