

Are you on the right job? (Student Version)

- Do you have what it takes to be a good employee?

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.

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 and the traits required in each occupations
3. A guideline for the participants to choose the right career path

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	

- Getting to know the participants
 - What career path do you choose? 9:00 – 9:30 a.m.
 - Something about the trainer
3. Preparation for an interview
- Find out about the company
 - Find out about the job 9:30 – 10:00 a.m.
 - Filed your certificates
 - Prepare the questions interviewer might ask
 - First impression
 - Prepare your questions
4. Personality tests that employer might use 10:00 – 10:30 a.m.
- Myers Briggs Personality Test
 - Winslow Personality test
 - Handwriting analysis
5. Tea break 10:30 – 10:45 a.m.
6. What to know about handwriting? 10:45 – 11:15 a.m.
- What is handwriting? Explanation on handwriting
 - Samples of handwriting of famous people and not so famous people
7. What is handwriting analysis? 11:15 – 11:45 a.m.
- 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
8. The five important things in handwriting analysis: 11:45 – 1:00 p.m.
- 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
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
 17. How handwriting analysis could help 9:30 – 10:00 a.m.

The occupations that we are going to discuss:

 - Engineering and Architecture
 - Secondary school, college / university teaching
 - Laboratory Technology
 - Mathematics and Related Research
 18. Engineering and Architecture 10:00 – 10:30 a.m.

Examples:

 - Architect
 - Engineer
 - Chemical Engineer
 - Civil Engineer
 - Aeronautical Engineer
 - Metallurgist
 19. Tea break 10:30 – 10:45 a.m.

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| 20. | Continuation
Engineering and Architecture
Examples:
- Architect
- Engineer
- Chemical Engineer
- Civil Engineer
- Aeronautical Engineer
- Metallurgist | 10:45 – 11:30 a.m. |
| 21 | Secondary school, college / university teaching
Examples:
- Faculty member college / university
- Secondary school teacher
- Tutor
- Training representative
- Teacher for handicapped students | 11:30 – 12:45 p.m. |
| 22. | Lunch break | 1:00 – 2:00 p.m. |
| 23. | Laboratory Technology
Examples:
- Chemical laboratory technician
- Metallurgical technician
- Pharmacist
- Medical technologist
- Criminalist | 2:00 – 3:30 p.m. |
| 24. | Tea break | 3:30 – 3:45 p.m. |
| 25. | Mathematics and Related Research
Examples:
- Computer Application Engineer
- System Analyst – Electronic Data
- Programmer
- Mathematician
- Meteorologist | 3:45 – 4:30 p.m. |
| 26. | Question and Answer | 4:30 – 5:00 p.m. |
| 27. | End of day 2 | 5:00 p.m. |

Key Benefits

From this training, participants will be able to understand:

1. How their handwriting will be able to show their personality, strength and weakness
2. What occupations that are suitable based on their personality
3. How to highlight their strengths during the interview that will contribute to the growth of the company they are applying for

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?

Students, students that are preparing to enter the work force, people who wants to understand themselves better, lecturer and even parents

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.