

Top 10 Qualities Employers want in Their Employee

- How to identify them in the handwriting

Introduction

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 most important criteria in any jobs that is the personal qualities or the “soft” skills that the potential employee have.

When these were overlooked, there was 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 occurred and sometimes wasted of money on the employee part.

So how to identify in advance that the possible candidate has the right qualities so that the right decision could be made? Through performing an analysis on their handwriting.

Handwriting analysis 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, loyalty, working ethics, self-esteem, maturity, vocational aptitudes and cultural desire. Therefore from the person handwriting, employer is able to identify the qualities they require in the job they advertised.

The top ten qualities that most employers require are as below:

1. Communicate effectively
2. Commit to the job. This would include honesty, dependability
3. Willingness to learn new tasks
4. Accept responsibility
5. Excellent interpersonal skills
6. Able to make decisions
7. Show flexibility – able to adapt to changing requirement
8. Leadership potential
9. Grow in the job
10. Ability to handle personal problems

Sometimes to get all ten qualities in a person may not be as easy therefore employer must decide their own criteria of how many qualities available that would be acceptable.

Course Objectives

The objectives of the course are to:

1. Introduce to the participants a tool could assist them to understand the personality of the applicants 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, later on they found that these people are not suitable for the job.
3. Assist the participants in deciding what criteria they will need to find the right person for the job.

Apart from the above, the purpose of this course is not to train the participants to be a handwriting analyst. To have a comprehensive analysis on the applicant's handwriting, advise from a certified handwriting analysis would be needed. The main thing to remember is that handwriting analysis is used to determine the personality not to judge people's character.

Course Outline:

No.	Topic	Time
Day 1		
1.	Registration	8:30 – 9:00 a.m.
2.	How handwriting analysis had help me in hiring people?	9:00 – 9:30 am
3.	Introduction session	
	- Getting to know the participants	
	- What criteria does participant takes into consideration in hiring process	9:30 – 10:00 a.m.
	- Something about the trainer	
4.	What to know about handwriting?	
	- What is handwriting? Explanation on handwriting	10:00 – 10:30 a.m.
	- What your handwriting tells you?	
5.	Tea break	10:30 – 10:45 a.m.
6.	What is handwriting analysis?	
	- Brief history of handwriting analysis	10:45 – 11:15 a.m.
	- Block writing and cursive writing	
	- What can be reveals through handwriting?	

- What could not be reveals through handwriting?
7. 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 11:15 – 11:45 a.m.
 - General Meaning of the handwriting slant
 - Introduction to emotional gauge
 - 6 categories of emotional responsiveness
 - The meaning of depth or intensity of feeling
 - Traits in the handwriting
 8. Top ten personality that normally employers are looking for 11:45 – 12:15 p.m.
 9. Communicate effectively 12:15 – 1:00 p.m.
 10. Lunch break 1:00 – 2:00 p.m.
 11. Commitment to the job 2:00 – 2:45 p.m.
 12. Willingness to learn new tasks 2:00 – 3:30 p.m.
 13. Tea break 3:30 – 3:45 p.m.
 13. Accept responsibility 3:45 – 4:30 p.m.
 14. Answer and Question 4:30 – 5:00 p.m.
 15. End of day 1 5:00 p.m.
- Day 2
16. Excellent interpersonal skill 9:00 – 9:45 a.m.
 17. Able to make decision 9:45 – 10:30 a.m.
 18. Tea break 10:30 – 10:45 a.m.
 19. Show flexibility – Able to adapt to changing requirement 10:45 – 11:30 a.m.
 20. Leadership potential 11:30 – 12:15 p.m.
 21. Grow in the job 12:15 – 1:00 p.m.
 22. Lunch break 1:00 – 2:00 p.m.
 23. Ability to handle personal problems 2:00 – 3:30 p.m.

- How to do measurement on emotional responsiveness

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| 24. Tea break | 3:30 – 3:45 p.m. |
| 25. Additional qualities would be an added value | |
| - Manual dexterity | 3:45 – 4:15 p.m. |
| - Team player | |
| - Ask questions | |
| - Punctual | |
| - Able to work unsupervised | |
| 26. Sample of handwritings - Which one you would hire?
Which one would be suitable for the job? | 4:15 – 4:30 p.m. |
| 27. Question and Answer | 4:30 – 5:00 p.m. |
| 28. End of day 2 | 5:00 p.m. |

Key Benefits

From this training, participants will be able to:

1. Understand the meaning of the personal qualities require in an employee
2. Understand about the qualities needed together with the related qualification to ensure the people hired able to perform in the job assigned to them
3. They would be able to use the knowledge to improve themselves, select the correct people that would bring more profit to the company.
4. The training will also exposed the participants in the basic knowledge of handwriting analysis
5. Participants would be able to perform basic handwriting analysis

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, managing director, 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.