

THE MCQUAIG SYSTEM™ INTERPRETER COURSE

Brisbane	(Australian Institute of Management)	— 14th & 15th March 2012
Melbourne	(Australian Institute of Management)	— 27th & 28th March 2012
Sydney	(Coogee Bay Hotel)	— 15th & 16th May 2012

The McQuaig System™ Interpreter Course is recommended for all people intending to use or already using The McQuaig System™ suite of instruments. Whether using The McQuaig System™ on an ad hoc or licensed arrangement, accreditation as a McQuaig System Interpreter will greatly benefit you and your organisation. Licensed clients are required to complete training within 12 months from their licence start date. A certificate of accreditation, valid globally, will be issued to delegates upon completion.

Who should attend this course?

- Human Resource practitioners
- Line and Senior Managers and Supervisors who are already skilled in structured behavioural interviewing techniques.
- New users of The McQuaig System™

The aim of this course

To equip delegates with a high level understanding of the use and application of The McQuaig System™ as part of the TRG suite of assessment tools in the selection process.

The program teaches participants to use The McQuaig System™ reports to more effectively manage, coach, develop and retain existing staff. This will result in a higher retention of staff and related improvement in productivity for your organisation.

Learning outcomes

On completion of the interpreter course, delegates will be able to:

- construct job designs based on the critical behavioural requirements of the position
- create valid benchmarks for positions within their organisation directly traceable to current success or failure profiles
- demonstrate high level skills in interpreting the results of the assessment tools and apply them to the selection process
- link behavioural interview and reference checking questions directly to job-critical behaviours
- use the suite of The McQuaig System™ reports to manage, motivate and develop employees according to their individual behavioural characteristics
- understand the more difficult graphs relating to the complex relationship of 'current to core behaviours' resulting from transitional and motivational changes.

Content

- job analysis and design
- temperament, personality and behaviour
- behavioural factors and their relationship to workplace efficiencies
- administering the instruments, scoring, analysing and interpreting
- understanding the factor influence and blending from the graphs
- assessing job applicants and matching to other evidence
- linking motivational, developmental and career-pathing issues to behaviours
- managing retention
- feeding back results to candidates and managers
- validity, reliability, ethics and legal issues.

When and Where is it?

Brisbane:	14 th & 15 th March 2012 Day 1: 9.30am to 5.30pm Day 2: 9.00am to 5.00pm	The Australian Institute of Management Management House, Cnr Boundary & Rosa Sts, Spring Hill 4004
Melbourne:	27 th & 28 th March 2012 Day 1: 9.30am to 5.30pm Day 2: 9.00am to 5.00pm	The Australian Institute of Management Management House, 181 Fitzroy Street St Kilda 3182
Sydney:	15 th & 16 th May 2012 Day 1: 9.30am to 5.30pm Day 2: 9.00am to 5.00pm	Coogee Bay Hotel Coogee Bay Road (cnr Arden Street) Coogee Bay 2034

Pre-Course work

- Complete the Pre-Course Preparation form to assist you and your organisation to focus on the desired outcomes
- Complete a McQuaig Word Survey® which will be sent to you
- Delegates may consider reviewing their behavioural interviewing skills.

Post-Course work

- Monitor and assess application of knowledge by post-course telephone support
- Feedback progress against plan.

Your investment in increased productivity and reduced attrition?

- \$1420+GST per head Early Bird booking (\$1595+GST for Standard booking) for up to four attendees, and
\$1270+GST per head Early Bird booking (\$1420+GST for Standard booking) for five or more
Early Bird bookings must be booked & paid 30 days prior to commencement of the course

What is included?

- Two days of lectures, interactive workshop sessions, assessment and coaching
- Morning tea, lunch and afternoon tea
- All course materials, manuals, notes and handouts
- Unlimited post-course telephone support.

How to enrol

- Simply complete the attached form and fax or mail it to us (bookings close one week prior)
- Complete the credit card details or include your cheque for the amount shown in the "Amount payable" box

OR

- Register on-line at our website www.rogersgroup.com.au/training/interpreter.htm

BOOKING FORM

THE McQUAIG SYSTEM™ INTERPRETER COURSE

- BRISBANE** (course 728) — 14th & 15th March 2012
- MELBOURNE** (course 325) — 27th & 28th March 2012
- SYDNEY** (course 222) — 15th & 16th May 2012

Please reserve the following number of spaces for the upcoming two day course

Company:			
Postal address:			
Contact person:			
Phone:		Fax:	
Email address:			

People attending the course

Name	Title	Email address

Or register on-line at our website at www.rogersgroup.com.au/training/interpreter.htm

**PLEASE NOTE THAT DUE TO THE POPULARITY OF THESE COURSES,
WE CANNOT CONFIRM YOUR PLACE ON A COURSE UNTIL PAYMENT IS RECEIVED.**

Receipt of payment confirms your agreement to our terms & conditions which can be seen on our website at www.rogersgroup.com.au/training/training_course_terms.pdf

Number of delegates	Sub-total		Amount Payable
... (up to 4) @ \$1420+GST per head Early Bird* ... @ \$1595+GST per head Standard Booking		+GST @ 10%	= \$
... (5 or more) @ \$1270+GST per head Early Bird* ... @ \$1420+GST per head Standard Booking		+GST @ 10%	= \$

*Early Bird bookings must be booked and paid for 30 days prior to course commencement date

**Please indicate your method of payment below
(A Tax Invoice will be issued on receipt of Booking Form)**

- CHEQUE** Please find our cheque enclosed payable to The Rogers Group Pty Limited
- DIRECT DEPOSIT** Please accept payment by direct deposit to: **Transfer date:** / /
Bank branch: The Commonwealth Bank, Kmart Plaza, Cannon Hill, Queensland
BSB: 064-179 **Account No:** 1002-3272 **Account Name:** The Rogers Group Pty Ltd

CREDIT CARD Please debit my credit card in the sum of: \$

Card type: MasterCard Visa AMEX* Diners*

Card no: **Expiry**

Name on card: _____ **Signature:** _____

***PLEASE NOTE** We regret that due to their significantly higher fees we charge a 3% surcharge on American Express and Diners Card Payments