

THE MCQUAIG SYSTEM™ INTERPRETER COURSE

Brisbane	(Australian Institute of Management)	— 23rd & 24th February 2016
Melbourne	(Saxons Training Centre)	— 17th & 18th May 2016
Sydney	(Coogee Bay Hotel)	— 17th & 18th November 2015

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:	23rd & 24th February 2016 Day 1: 9.00am to 5.00pm Day 2: 9.00am to 5.00pm	The Australian Institute of Management Management House, Cnr Boundary & Rosa Sts, Spring Hill 4004
Melbourne:	17th & 18th May 2016 Day 1: 9.00am to 5.00pm Day 2: 9.00am to 5.00pm	Saxons Training Centre Level 8, 500 Collins Street Melbourne 3000
Sydney:	17th & 18th November 2015 Day 1: 9.00am to 5.00pm 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



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- ☐ **BRISBANE** (course 736) — 23rd & 24th February 2016
☐ **MELBOURNE** (course 333) — 17th & 18th May 2016
☐ **SYDNEY** (course 230) — 17th & 18th November 2015

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)

- ☐ **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