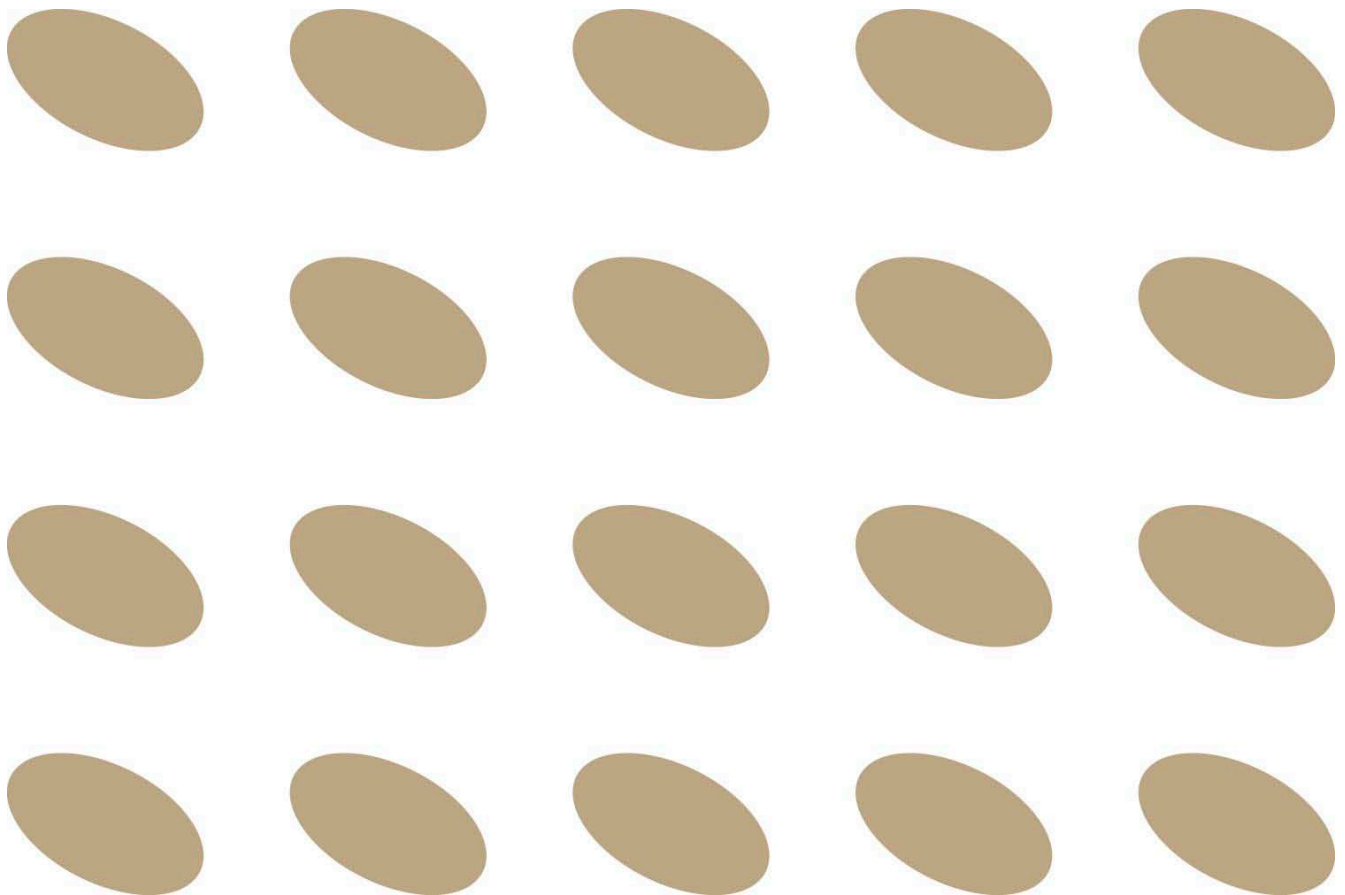


Psychometric profiling – *Personality and Behaviours*

01 October 2009, Manchester - ½ day session
Special 2 for 1 offer

10 February 2010, Manchester – ½ day session



On-line Psychometric Testing

Introduction

This is APSE's new Psychometric profiling event using the latest on-line facility.

Whether you are keen to discover **your** personality and behavioural traits, or if you need a profile assessment of **your staff**, this half day session gives anyone attending an opportunity to take a psychometric test on-line.

Delegates attending will participate in a confidential assessment that produces a personalised electronic report measuring their responses with detailed interpretation.

Please note there are no right or wrong answers to these tests.

All data protection and confidentiality issues will be strictly adhered to in accordance with APSE's policy on Psychometric testing

Why use Psychometric tests?

Psychometric tests can be used to enhance the quality and quantity of information available for decisions about recruitment and selection, and in further career development.

Who will benefit?

- Anyone who wants to understand more about their personality behaviours, strengths, and areas for improvement
- Anyone responsible for recruitment, selection and development and who wants to examine how psychometric distance testing can complement this process

Duration

½ day session – choice of morning or afternoon

Programme Morning Session

09.45 – 10.00	Tea & Coffee/Registration
10.00 – 10.30	Background and history of testing Policy, procedures and guidelines
10.30 – 11.00	Pre test session
11.00 – 12.00	On-line test Reports and feedback Evaluation

Programme Afternoon Session

13.00 -13.15	Tea & Coffee/Registration
13.15 – 13.45	Background and history of testing Policy, procedures and guidelines
13.45 – 14.15	Pre test session
14.30 – 15.30	On-line test Reports and feedback Evaluation

What's included?

Course fees include delegates' documentation, course material, administration, on-line testing, and electronic personalised reports. Please note that the fee does not include hotel accommodation. Hotel information is available from the APSE secretariat on request.

Trainer

The testing including feedback will be conducted and administered by Jan Mazzone

Jan Mazzone

Jan Mazzone is the Principal Trainer for APSE and has responsibility for Lifelong Learning and Development. Jan has a background in training and development, firstly as an executive training officer in central government where she gained her CIPD in Training & Development.

She moved to local government in 1999 where she joined Liverpool City Council as a member of the corporate training team. Jan has experience of managing and delivering a wide range of training and development including Liverpool's One Stop Shop training programme.

Prior to joining APSE Jan managed the Lifelong Learning Employability curriculum in Adult and Community Education. Jan holds a Certificate in Post 16 Education, a CLAIT Advanced in ICT and is qualified in level A and level B Psychometric testing and in the use of **Quintax®* personality questionnaire.

Since joining APSE Jan regularly delivers training on a range of topics including Project Management, Leadership, Marketing, Media, Customer Service, Managing Change and Service Level Agreements. Jan also co-delivers on the current Masterclasses on Waste Management Issues, Corporate Manslaughter and Construction Design and Management Regulations.

Jan can be contacted at e-mail address at: jmazzone@apse.org.uk or by telephoning her on either 0161 772 1810 (Office) or 07764 252 107 (Mobile)

**Quintax® is a registered trade mark of Stuart Robertson and Associates*

On-line Psychometric testing - Booking Information Form

For official use:
 Del No:
 Date:
 Database: Y / N
 Confirmation: Y / N

Contact Name:.....
 Employer:.....
 Address:.....

 Post Code:.....
 Telephone:..... Fax:.....

Booking information: APSE will take bookings up to 24 hrs prior to the course, subject to availability. You are however advised to book early to secure your place and avoid disappointment.

Delegate Name	Job Title	Email address

Psychometric Testing dates – special 2 for the price of one offer on October session only

- 01 October 2009 Manchester Morning session afternoon session
 10 February 2010 Manchester Morning session afternoon session

Please note: places on the sessions will be strictly limited to a first come first served basis. Provisional reservations for places are not accepted on this form.

Payment Information

APSE Members: each delegates £109 + VAT per distance test (including test fee)
Non Members: each delegate £164 + VAT per distance test (including test fee)

If you would like to be invoiced, please quote your purchase order number (if appropriate):

Booking Confirmation: APSE issues a written confirmation letter to the 'contact name' for all delegate bookings received. We **will not** send confirmation to each delegate named on the booking form, unless this has been requested in writing. Should the 'contact name' not receive a confirmation letter by post within 10 working days of sending the booking form, then please contact APSE on telephone: 0161 772 1810.
Cancellation Charges: Reservation is a contract. Cancellations must be made in writing at least 10 working days before the event and will incur a 20% administration fee. No refunds can be given for cancellations received less than 10 working days before the event or for non-attendance. Booking transfers will only be acceptable, if there is availability on another date for the same course, and will incur a 20% administration fee. Substitution of delegates is acceptable any time in writing by post, email to enquiries@apse.org.uk or fax to 0161 772 1811. In the unlikely event of cancellation by the organisers, liability will be restricted to the refund of fees paid. The organisers reserve the right to make changes to the programme, speakers or venue should this become necessary.

Please return completed form to:
 APSE – 2nd Floor Washbrook House, Lancastrian Office Centre, Talbot Road,
 Old Trafford, Manchester, M32 0FP.
 Tel 0161 772 1810 – Fax 0161 772 1811 - Email: enquiries@apse.org.uk - Web: www.apse.org.uk

