



## Public Seminar

# Introduction to Skills Testing

29 April – Bristol

The Gables Hotel, Bristol Road, Falfield, Gloucestershire, GL12 8DL

We would like to invite you to attend an introductory workshop focused on understanding and utilising skills testing within your organisation.

Skills Online is a series of tests designed to measure hard competencies such as ability to use MS Office, keyboard skills, literacy and numeracy. The tests allow you to measure with certainty the proficiency of potential employees as well as establishing the range of existing skills within your organisation. Skills Online can help you to recruit and train more effectively, identify development needs and create benchmark levels for particular skills.

Learn where skills testing can add value to your organisation, discover the range of tests available from Thomas, how to administer them and interpret the results.

The seminar is aimed at Managing Directors, HR Directors/Managers, Line Managers and anyone else responsible for, or with an interest in, the recruitment of people within their organisation. This is a free of charge, two hour seminar that will take place between 14:00 and 16:00.

## Agenda

**13.45 Coffee and registration**

**14.00 Using skills testing as part of the recruitment process**

**Benefits of Skills Online**

**Choosing the right tests**

**Creating a testing profile for a job role**

**Administration and interpretation**

**16.00 Q & A**

We hope that you and some of your managers can join us. Please email or fax your acceptance to us by using the attached form.

Yours sincerely,

Grant Rees

Development Workshop Administrator

Email [grantr@thomas.co.uk](mailto:grantr@thomas.co.uk)

# Booking Form

To: Grant Rees, Thomas International  
Email: grantr@thomas.co.uk  
Fax no: 01628 524 226

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**This workshop is free of charge.**

Please complete booking form in full and fax back to the number above. Places will be allocated on a first come first served basis.

Total number of places required .....

**Main attendant contact:**

Name ..... Job title .....

Company .....

Address .....

.....

Tel.....Email.....

Signature.....

**Please list the names, job titles and emails of additional attendees:**

Name ..... Job title .....

Email .....

Name ..... Job title .....

Email .....

Name ..... Job title .....

Email .....