

## Module 1 (Pre course)

### Day 1

## Module 2 (Applications part 1)

### Aims:

Delegates will be able to:

- Recognise the importance of aligning people and teams with business strategy
- Select appropriate reports to suit different situations
- Understand the basic system terminology

### Content:

- Strategic application of the Thomas system
- Searching
- Screening
- Integration
- Developing and succession planning
- Deploying, optimising and retaining
- Building high performance teams

## Module 3 (PPA background)

### Aims:

Delegates will be able to:

- Understand Marston's theory
- Understand the framework that underpins PPA
- Explain the terminology relating to the PPA profile

- Determine the correct reading order of profile factors
- Utilise the correct descriptive words
- Demonstrate a full understanding of PPA
- Identify and explain the three PPA graphs

## Content:

- Marston's theoretical framework
- System terminology
- Meaning of the graphs
- Profile factors
  - Fears
  - Motivators
  - Values to the organisation
  - Behavioural style (management/sales/communication)
- Descriptive words
- Reading order

## Module 4 (Profile reading)

### Aims:

Delegates will be able to analyse a profile in depth and recognise any questions prompted by specific features on the graphs.

### Content:

- Administration of the PPA questionnaire
- Invalid profiles
- Tight profiles
- D=C
- Overshift and Undershift
- Grey zones
- S movement
- Flick up, flick down and sweep down low C
- Movements between the graphs
- Questions to ask

## Day 2

### Module 5 (Job profiling)

#### Aims:

Delegates will be able to:

- Understand the contribution of behaviour to the job profiling process
- Understand the difference between:
  - Draft profiles (guessing)
  - Job Profiles (standardised process)
  - Benchmarks (statistical process)
- Create a Job Profile and follow related protocols
- Explore the process of benchmarking
- Integrating Job Profiling with organisational strategy
  - Advertisements
  - Job/position descriptions
  - Selection process
  - Training and development

#### Content:

- Identifying job requirements
- Devising a Job Profile
- Checking a Job Profile
- Comparing a Job Profile with a job description
- Benchmarking
- Linking Job Profiling with organisational strategy

## Module 6 (Job matching)

### Aims:

Delegates will be able to:

- Understand the concept of job matching
- Understand the benefits of job matching
- Apply the process of job matching

### Content:

- Job matching exercises
- Goodness of fit
- Search and select
- Integrating job matching with organisational strategy

## Module 7 (Feedback)

### Aims:

Delegates will be able to feedback a profile in such a way as to generate a constructive discussion with the individual concerned.

### Content:

- General guidelines
- Use of information in different contexts
- Script for giving feedback
- Feedback exercises

## Module 8 (Applications part 2)

### Aims:

Delegates will be able to identify situations where the Thomas system and PPA reports contribute to business performance.

### Content:

- Developing self-awareness
- Managing and motivating
- Supporting limitations
- Coaching
- Modifying behaviour
- Situational exercises
- Training and development
- Performance / development review
- Team analysis

## Module 9 (Post course)