

# THE HOLST SERIES

Professional Development



**Holst**  
WORKPLACE EFFECTIVENESS

# CONTENTS

About Holst	3
The Holst Series	4
Our Assessments	6
the emotional intelligence advantage with eqflow <sup>®</sup>	8
the resilience advantage with resilienceflow <sup>®</sup>	9
the motivation advantage with motivationflow <sup>®</sup>	10
coaching with flowprofiler <sup>®</sup>	11
ThinkSpeak <sup>™</sup>	12
Engage Your Reader <sup>™</sup>	13
The Polished Presenter	14
Dynamic Speaking <sup>®</sup>	15
Six Thinking Hats <sup>®</sup>	16
Lateral Thinking	17
Creative Teams	18
Course in Creativity <sup>™</sup>	19
Business Coaching	20
Colour Accounting <sup>™</sup>	21
Finance Coaching	22
Facilitation Basics	23
RapidConsensus <sup>™</sup>	24
Level 1 McQuaig Foundation	25
Level 2 Accredited McQuaig Interpreter	26
McQuaig Effective You!	27
McQuaig Effective Teams	28
McQuaig Effective Interviews and Selection	29
BPS Test User	30
The Holst Academy	31
Our Partners	32

# ABOUT HOLST

An employee is an organisation's greatest asset. Understanding and developing the people that work for you benefits the individual, their team and your organisation. You develop an effective workplace culture.

The effective workplace should be the goal of every organisation. A place where teams and individuals thrive, underpinned by four elements:



## **STRONG LEADERSHIP**

Create a shared vision for your people to engage with.

## **RESILIENT CULTURE**

Develop the tenacity to survive and thrive.

## **FUTURE LOOKING**

Be ambitious for the future of your organisation.

## **FOCUS ON PEOPLE**

Sustainably curate your talent.

Our assessment tools and training series provide organisations with the means to develop in the key areas that are important to them. We provide a bespoke service to make it easy to create your personalised development framework.

That's where our product portfolio comes in. From thinking to creativity, presenting to accounting, we offer a series of products and services that nurture and develop people right from the beginning of their employee lifecycle.

We created the Holst Series to give organisations the assessments, tools and training their people need to communicate and engage effectively. From entry level to C-suite, graduate/trainee to CEO.

Everyone has the ability to develop and prosper... welcome to your effective workplace.



Jo Emmerson, Managing Director, Holst



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# THE HOLST SERIES

The Holst Series is professional development that is instantly applicable in every workplace, from SME to global enterprise.

We tailor our learning programmes to meet the needs of your organisation. In this handbook, you will find the workshops and tools that we deliver to create a training series bespoke to your business objectives. Best value comes when we build two or more courses into your professional development series, but we can deliver each as a standalone learning experience.

## WHY CHOOSE THE HOLST SERIES

### Our USP

We guarantee all our courses, tools and training so that our clients can buy with confidence.

### Service and delivery

We deliver outstanding professional development content and client service. We believe that it is our role to make professional development easy to implement and calculate ROI.

### Adaptable to market needs

We work smartly and flexibly in dynamic and unique business environments. We actively seek out innovation in our product range to be sure that we always look to the future. Need to work on a specific area? We will deliver that for you.

### Long term partnerships

We understand the need for ROI. We want to develop long term partnerships that make a positive and consistent impact on our clients' bottom line.

### Meet business objectives

Professional Development is not simply a tick-box exercise but a real revenue raiser. We focus on developing the real-life skills that teams and individuals need to increase and sustain productivity.



LEADER

## THE LEADER SERIES

Give your current and future leaders a toolkit of strong leadership skills that will bring sustainable growth to your organisation.



CONNECT

## THE CONNECT SERIES

Fine tune the communications skills in your organisation and create a buzz around what you do.



TEAMS

## THE TEAMS SERIES

Focus on your people and find the common goals that hold a resilient team together to create an effective workplace.



CREATIVE

## THE CREATIVE SERIES

Anyone can learn to be a creative thinker and find the business solutions that will create future growth and success in your organisation.



MCQUAIG

## THE MCQUAIG SERIES

Recruit, develop and retain the right people for your organisation.



FLOWPROFILER

## THE FLOWPROFILER SERIES

Positive, personal and powerful, flowprofiler<sup>®</sup> assessments and training develop emotional and social intelligence, resilience and motivation.



ACADEMY

## THE HOLST ACADEMY

Become a Certified Trainer with Holst and add great training workshops to your portfolio.

# OUR ASSESSMENTS

## **the flowprofiler® family** *driving personal excellence in the workplace*

New to Holst in 2019, flowprofiler® is a truly ground-breaking tool which measures social and emotional intelligence, resilience and motivation in the workplace from an adaptable platform.

**eqflow®** measures across 5 dimensions of emotional intelligence and social intelligence in the workplace

- Increase personal effectiveness
- Improve work relationships
- Enhance well-being and resilience
- Develop strong leadership ability

**resilienceflow®** measures across 6 dimensions of resilience in the workplace

- Manage change and stress effectively
- Develop a sustainable positive mindset
- Embrace professional development
- Grow personal resilience

**motivationflow®** measures across 7 dimensions of motivation in the workplace

- Develop stronger professional relationships
- Improve work-life balance
- Develop self-sufficiency and engagement
- Increase professional growth

**the flowprofiler®** is the combination of eqflow®, resilienceflow® and motivationflow® in one unique and powerful tool. The assessment offers a new way to identify the strengths of your candidates, teams and leaders. It measures across an incredible 18 dimensions to give leaders and L&D professionals the data they need to help people identify their strengths, where they can develop and most importantly how they can develop.

Each assessment measures day-to-day and under pressure to highlight potential areas of development. The results give a snapshot of overuse and underuse of the highest and lowest scoring dimensions.

Refer to pages 8 - 11 for coaching and training with the flowprofiler® family of assessments.



McQuaig enables you to:

- Benchmark a role
- Recruit to the requirements of that role
- Develop your people based on their strengths
- Retain your stars

McQuaig contains the following tools:

- The McQuaig Job Survey<sup>®</sup>
- The McQuaig Job Analysis
- The McQuaig Word Survey<sup>®</sup>
- The McQuaig Mental Agility Test<sup>®</sup>
- The McQuaig Job-Fit Interview Guide
- The McQuaig Self-Development Survey<sup>™</sup>
- The McQuaig 360 Leadership Review

### **The benefits of using McQuaig**

McQuaig gives line managers results in a matter of minutes. A candidate is sent a questionnaire that takes less than 20 minutes to complete. The hiring manager then receives a report immediately upon completion. The reports are packed with critical information needed to make better people decisions.

Our reports give a snapshot of how a person will perform in the role you're recruiting for. It will compare the candidate to the role and help you to understand how that person will perform for your organisation. You will gain more insight than you would get from a CV and it supports you with behavioural-based interview questions to ask during the recruitment process.

The McQuaig tools measure the traits needed for success in any role. It looks at how a person prefers to behave naturally. It then compares this with how a person is behaving in their current role. The analysis between the two shows any adjustments the individual is making. This is important as the report will highlight whether they are showing signs of high or low morale.

McQuaig is registered with the British Psychological Society and reviewed by the Psychological Testing Centre (PTC). The validity of McQuaig stands apart from other tests with more than 50 years of ongoing validation and research.

Refer to pages 25-29 for training with the McQuaig family of assessments.

# THE EMOTIONAL INTELLIGENCE ADVANTAGE

with **eqflow**<sup>®</sup>

This course brings together the theory, background and practical application of emotional and social intelligence in the workplace. It empowers delegates to fully understand their own emotional and social intelligence with personal, meaningful and actionable learning outcomes.

With this new level of self-awareness and personal eqflow<sup>®</sup> development plan, delegates will be able to make better decisions that will improve their personal effectiveness and create stronger work relationships.

Course objectives:

- Learn about emotional and social intelligence in the workplace, and why you need it
- Understand your eqflow<sup>®</sup> results and what they mean for you
- Discover how to develop your emotional and social intelligence in the workplace to create an effective workplace culture
- Develop your personal excellence

## Is the emotional intelligence advantage with eqflow<sup>®</sup> for you?

The emotional intelligence advantage is for teams and individuals who want to take professional development to the next level. It gives unique insights that will benefit every current or potential leader while curating talent throughout the organisation.

The emotional intelligence advantage makes a great team day. It starts with individuals' results and then works towards creating a profile unique to your team, with clear actions that develop emotional and social intelligence across your workplace.

eqflow<sup>®</sup> is not for the faint-hearted. It requires commitment over the long term to deliver outstanding results. The emotional intelligence advantage with eqflow<sup>®</sup> ensures that you get the most value from your investment in the flowprofiler<sup>®</sup> family.



**FLOWPROFILER**



**LEADER**



**TEAMS**



**CONNECT**



**ACADEMY**



# THE RESILIENCE ADVANTAGE

with **resilienceflow**<sup>®</sup>

This course brings together the theory, background and practical application of resilience in the workplace. Delegates gain a greater depth of understanding their own resilienceflow<sup>®</sup> development report with personal, meaningful and actionable learning outcomes around the dimensions they under- and overuse.

Delegates will discover their personal 'grit' and understand how to maintain a positive mindset in stressful situations. This will help them to maximise their problem-solving abilities, embrace and manage change effectively.

Course objectives:

- Learn about resilience and why you should have it in the workplace
- Understand your resilienceflow<sup>®</sup> results and what they mean for you
- Discover how to use and develop your resilience to gain better results
- Develop your personal excellence

## Is the resilience advantage with resilienceflow<sup>®</sup> for you?

The resilience advantage workshop helps teams and individuals to understand their resilienceflow<sup>®</sup> results to a greater depth. They will understand how to develop their own resilience both day-to-day and under pressure. The workshop will give insight into how it is possible to manage over- and underused dimensions to better manage their stress levels in the workplace and embrace professional development opportunities.

resilienceflow<sup>®</sup> is a powerful tool that has the capability to create a resilient culture in your organisation. the resilience advantage with resilienceflow<sup>®</sup> will ensure that you gain the maximum reward from your investment in the flowprofiler<sup>®</sup>family.



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# THE MOTIVATION ADVANTAGE

with **motivationflow**<sup>®</sup>

A well-motivated team is the key to an effective workplace. Successful organisations must focus on their people to create a culture where motivation is at the heart of its professional development strategy.

the motivation advantage enables delegates to understand what motivates them in the workplace. They receive their motivationflow<sup>®</sup> report and work towards discovering meaningful learning outcomes that they can immediately action. Delegates also learn what they need to change in order to develop their motivation in the workplace.

Course objectives:

- Learn about motivation and why you should have it in the workplace
- Understand your motivationflow<sup>®</sup> results and what they mean for you
- Discover how to use and develop your motivation to gain better results
- Develop your personal excellence

## Is the motivation advantage with motivationflow<sup>®</sup> for you?

The motivation advantage with motivationflow<sup>®</sup> is ideal for organisations who wish to develop a well-motivated workplace culture. Teams and individuals finish the workshop able to identify what they need to do to stay motivated, be better engaged and become more self-sufficient.

motivationflow<sup>®</sup> is the foundation from which you can develop motivation in your organisation. the motivation advantage with motivationflow<sup>®</sup> will ensure that you gain the maximum reward from your investment in the flowprofiler<sup>®</sup> family.



**FLOWPROFILER**



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# COACHING

with **flowprofiler®**

Learn to be a coach with flowprofiler® in this two day workshop that teaches the key skills every successful coach needs. Participants learn how flowprofiler® gives a rich assessment of an individual's emotional and social intelligence, resilience and motivation. In Coaching with flowprofiler®, you will learn how to use flowprofiler® to create great coaching sessions that trigger meaningful conversations and actionable takeaways.

Course objectives:

- Describe the CLEAR coaching model
- Identify and select the appropriate key skills of a coach to meet your needs
- Increase your impact through listening and responding to the 'heart' of the message
- Have the experience of being coached
- Have an action plan for personal development in coaching
- Use the flowprofiler® assessment to plan your coaching sessions around resilience, motivation, emotional and social intelligence

## Is Coaching with flowprofiler® for you?

This course is perfect for new and experienced coaches, managers and learning development professionals.

Coaching with flowprofiler® maximises the investment your organisation makes in the flowprofiler® family. It will encourage and develop a learning culture within your organisation which supports people growth and development, and build super teams that contribute to bottom line.

flowprofiler® is a long-term professional development commitment. Coaches that are trained to use the richness of the assessments, will enable your people to make powerful advances in their journey towards personal excellence.



**FLOWPROFILER**



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# THINKSPEAK™

The ability to respond on the spot and speak under pressure is a crucial skill for everyone. When you deliver precise, engaging messages, you are remembered long after you finish speaking, for all the right reasons. ThinkSpeak™ teaches simple and effective methods to improve speaking in meetings, one-to-ones or those chance encounters that can make or break a deal.

Course objectives:

- Engage your listener, on the spot
- Deliver precise and engaging messages
- Be remembered for the right reasons
- Apply your speaking skills across a variety of situations
- Leave with confidence in your ability to speak in public

## Is ThinkSpeak™ for you?

ThinkSpeak™ is ideal for anyone who wants to gain greater confidence to deliver their messages, thoughts and ideas. Not everyone is a naturally confident speaker, but anyone can learn to speak with confidence. This course teaches simple and effective tools to help you sound like the expert you are.

Bespoke ThinkSpeak™ training also provides speaking skills to support change management. Learn how to clearly establish goals, core messages and responses to objection. This helps to create an organisation-wide standard of what good business communication looks like.

**“The goal of effective communication should be for listeners to say ‘Me too!’ versus ‘So what?’” – Jim Rohn**



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# ENGAGE YOUR READER™

Engage Your Reader™ is a highly interactive one day business writing course. Good writing is a crucial aspect of business acumen from entry-level to those in the C-suite. All who attend Engage Your Reader™ leave with easy to apply takeaways that instantly and positively impact their writing.

Engage Your Reader™ reflects today's trends in effective business writing. This course provides you with a clear writing process to achieve great results.

Course objectives:

- Learn in a safe, fun and interactive environment
- Understand why and how you should write with impact
- Leave with the easy to apply skills to engage your reader
- Receive a practical checklist for writing on the job
- Apply your knowledge to different types of business writing
- Manage Q & A's
- Strategies for nerves
- Leave with before/after analysis and actions

## Is Engage Your Reader™ for you?

Anyone who would like to improve the quality and effectiveness of their written communication skills should attend Engage Your Reader™. It gives you the structure to make every sentence deliver your message with impact.

Your trainer will adapt the course to meet the needs of all the participants. Engage Your Reader™ gives you the confidence to put words on the page and spend less time doing it.

Our fully certified and talented trainers use a variety of teaching models to ensure you get a true ROI for your valuable time. We only work with the best!

**“Value your writing skills as much as your clients do.” - Jawad Khan**



LEADER



CONNECT



ACADEMY

# THE POLISHED PRESENTER

Whether you are a nervous wreck or extremely confident, being able to deliver a competent presentation is a key piece of business acumen. Small changes to your presentation skills can have a huge impact on your audience.

Course objectives:

- Identify what to keep and/or change in your presentations
- Choose the topics that are most important to you, including:
- Understanding your audience
- Tools and mediums
- Planning and structure
- Delivery style
- Engagement
- Manage Q & As
- Strategies for nerves
- Leave with before/after analysis and actions

## Is Polished Presenter for you?

Anyone who has to give a presentation and would like to improve their skills will benefit from this presentation skills training. This course is for participants who are at a beginner to intermediate level.

The Polished Presenter is an extended 1 day course (9am-6pm). Participants are welcome to record their progress on a personal device of their choice.

**“Feel the fear of public speaking and do it anyway.” - Arvee Robinson**



LEADER



CONNECT



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# DYNAMIC SPEAKING®

In a Dynamic Speaking® course we don't create cookie cutter speakers. We celebrate the awkward, the eccentric, the anxious, the red-faced, the slick and the flashy. Dynamic Speaking® goes deeper than a course that focuses on structure or presentation skills training. We help you to discover and articulate the best speaking version of you.

Previous participants tell us that the Dynamic Speaking® course identified what makes them great. They could then approach any speaking engagement with increased confidence knowing they were giving it their all. They learned how to be truly dynamic speakers.

Course objectives:

- Identify your beliefs, values and purpose as a speaker
- Consider the values of your key audiences
- Discover your unique qualities as a speaker
- Review key skills such as using your voice, body and gravitas
- Build your speaking brand
- Develop strategies for communicating your brand (optional)
- Put your Dynamic Speaking® skills into practice

## Is Dynamic Speaking® for you?

Our Dynamic Speaking® course is designed for anyone wanting to develop himself or herself as a speaker. If you would like to learn how to be a dynamic speaker, this is the course for you.

**“Dynamic Speaking® has been a huge hit. One of the best programmes I have invested in this year.” - Grencore**



LEADER



CONNECT



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# SIX THINKING HATS®

The Six Thinking Hats® gives teams the tools to make better decisions fast. Groups and individuals benefit from an entire framework for comprehensive and strategic thinking. The Hats provide a systematic approach to collaboration, problem solving, strategic planning, facilitating discussions, coaching sessions, and subject or idea evaluation.

Course objectives:

- Understand the nature of thinking and why argument is inadequate
- Understand and use each of the Six Thinking Hats®
- Create and use short sequences of the Six Thinking Hats® for a variety of situations
- Discover and experience 2 of Dr. de Bono's Lateral Thinking tools
- Practice using the Hats in short and long sequences
- Know how to integrate the sample Lateral Thinking tools within the Hats
- Practice, Practice, Practice
- Leave with before/after analysis and actions

## Is Six Thinking Hats® for you?

Six Thinking Hats® is designed for individuals and groups looking for effective thinking tools for better outcomes. Your Six Thinking Hats® training will teach you how to use Dr. Edward de Bono's Six Hats, using practical examples and activities.

Participants tell us that the Six Thinking Hats® significantly reduces meeting times.

They also found the two sample Lateral Thinking tools they learnt in their Six Thinking Hats® training very helpful for generating different and new ideas. Many previous participants tell us that without these tools, the new ideas they created would not exist.

**"It has reduced meeting times by up to 75%" - J.P. Morgan**



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# LATERAL THINKING

Dr. Edward de Bono is the guru of thinking and creativity skills and this is his globally acclaimed course. Lateral Thinking training brings strategy to thinking and creativity.

Throw out the rule book and make a concerted effort towards different and innovative outcomes.

Dr de Bono coined the phrase 'Lateral Thinking' in 1967. Organisations and governments have successfully used Lateral Thinking ever since. The Lateral Thinking framework encourage teams and individuals to challenge current thinking, produce fresh alternatives, and deliver amazing outcomes. Lateral Thinking is more than idea generation. It also encourages users to consider the challenges associated with innovation.

Course objectives:

- Increase the number and quality of new ideas generated
- Constructively challenge current thinking
- Frame thinking for effective outcomes
- Understand how true creativity works
- Learn how to assess and refine your thinking for innovative outcomes

## Is Lateral Thinking for you?

This course is best suited to people who truly value putting in the effort necessary to get results. Lateral Thinking training fits well within an innovation programme, as participants learn to refine ideas to a point where they are ready to be handed over to the project manager or person/team responsible for implementation.

**“If you haven’t heard of Edward de Bono or of Lateral Thinking, perhaps you have been too busy thinking in conventional ways.” - Forbes**



TEAMS



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# CREATIVE TEAMS

When you use the right tools and create the right environment, you get amazing results. This creativity course teaches tools that can be used in day-to-day team meetings. Teams learn to generate ideas quickly, improve engagement with each other, and get the best from group ideas generation.

Course objectives:

- To generate ideas quickly
- Improve team engagement and ownership
- Get the most from ideas generation sessions

## Is Creative Teams for you?

Creative Teams is perfect for:

- Managers
- Team leaders
- Anyone who wants to spice up their team meetings
- Those wanting to sharpen their creative problem - solving skills
- Teams who want to generate ideas well

This creativity course will focus on the role of the session leader, but everyone will benefit from the underpinning leadership concepts.

Creative Teams is the perfect creativity course to make these processes fun and accessible. Not only do participants learn practical tools, but also the critical aspects and conditions of great creativity sessions.

**“You can’t use up creativity. The more you use, the more you have.” -  
Maya Angelou**



TEAMS



CREATIVE



ACADEMY

# COURSE IN CREATIVITY™

This course is the basis of true innovation. It provides delegates with the tools needed to map complex thinking and generate new exciting outcomes. This creativity training takes Dr. de Bono's globally recognised courses (Six Thinking Hats® and Lateral Thinking) and brings them together for the ultimate de Bono experience.

Course objectives:

- Encourage communication and collaboration
- Jump over the barriers to creativity
- Boost your creativity skills with breakthrough techniques
- Turn problems into opportunities
- Realise that you are creative
- Effectively use Dr. de Bono's powerful methods and focus on live business issues
- Teach techniques to evaluate and refine your ideas to make them practical

## Is a Course in Creativity™ for you?

Our Course in Creativity™ is designed for individuals and teams who need to solve problems and create solutions. This creativity training is perfect for:

- Product designers
- Marketing teams
- Process improvement teams
- Innovation teams

Whether your organisation is a start-up, an SME or a large organisation, the principles are the same.

“If you never change your mind, why have one?” - Edward de Bono

“You can do no better than to attend a de Bono seminar.” - Tom Peters



TEAMS



CREATIVE



ACADEMY

# BUSINESS COACHING

Business coaching is a fundamental part of a successful company's approach to development. Sometimes known as executive coaching, business coaching brings a personalised experience to a company's unique mix of management style, culture, values, industry and ownership.

Business coaching helps you build a plan to conquer the areas of your professional life you find challenging or problematic.

A business coach will provide perspective and create space for you to step back, take stock, and move forward.

A good business coach should be a facilitator – someone who guides you through a proven process. Coaching looks to the future... what are you trying to achieve? Who is involved? Where does your motivation come from?

## Is Business Coaching for you?

Two reasons why you should consider business coaching:

1. You want to move into a more senior role. Many businesses have a structured career path, and coaching will help you position yourself to get on the path to success.
2. You've stalled and need to re-ignite your career. Do you feel rudderless and a little lost? Maybe you need a business coach to help you find a renewed purpose and direction.

Our team of coaches, trainers and facilitators can help. They all have many years of business coaching experience and can work with you, your team, and your organisation to get the best from your people.

**“People don't need to be managed, they need to be unleashed.” -  
Richard Florida**



**LEADER**

# COLOUR ACCOUNTING™

Finally, a finance for non-finance managers course that truly works!

Colour Accounting™ is an innovative way to learn finance. 3-D tools and colour-coded diagrams bring balance sheets and income statements (P&L) alive. This course is different. It is fun!

A Colour Accounting™ course teaches participants to read and analyse financial statements. The power lies in the learner's ability to see the big picture impact of the numbers, while also understanding the detail.

Course objectives:

- Develop a deep understanding of the Balance Sheet and understand how the P&L connects with the Balance Sheet
- Get clarity on Assets, Liabilities, Equity, Revenue & Expenses
- Understand the Value Cycle of business
- Learn how to 'speak finance' and how to avoid communication pitfalls
- Learn how cash flow is reported
- Analyse financial statements of a business and identify risk areas, performance changes, and opportunities for improvement

## Is Colour Accounting™ for you?

Colour Accounting™ is for anyone who needs to understand how accounting concepts work. Whether you belong to a micro business, a start-up, a SME or large organisation the principles are the same.

Example modules: How to build a budget; Cash flow management; What the CEO wants to know; Not-for-profit accounting, etc.

**“Who would have imagined that I would actually enjoy an accounting course? I now feel fully equipped to interpret company accounts.” - R Reed, Director**



LEADER



CONNECT



ACADEMY

# FINANCE COACHING

Finance coaching is for time-pressured business people. With our finance coaching you can ask the questions that have always bugged you. Build your confidence, understand financial reports and ask the right questions.

Course objectives:

What you want to get from your finance coaching will vary. Here are some suggestions from previous participants:

- Learn how financial reports fit together
- Learn a robust framework you can rely on to easily see where the value is in your business
- Understand all financial statements important to you and your business
- Ask the right questions to your stakeholders (FD/Accountant)
- Use your own financial reporting

## Is Finance Coaching for you?

Sessions are designed for senior executives who need focused, one-to-one coaching tailored to their specific needs.

Time pressured senior business people:

- MD
- Chairperson
- Senior Execs
- Directors

**“I didn’t realise accounting could be explained so well.” - TORI Global**



**LEADER**

# FACILITATION BASICS

Facilitation Basics teaches the key principles of good facilitation skills. Strong facilitation skills save time. You will learn to move a meeting or session from being unproductive to productive. You will also learn simple techniques for keeping a group on track.

Course objectives:

- Define the role of a facilitator
- Understand different models and processes
- Identify the right tools and aids for your session
- Explore ideal group sizes and room layout

A Facilitation Basics course does what it says it will. It teaches basic facilitation skills that you can implement straight away.

## Is Facilitation Basics for you?

This facilitator training was created to help those:

- Lacking confidence
- New to facilitation
- Who are inexperienced

This course is best suited for people starting out on their journey as facilitators and those who haven't had any formal training. This level of facilitator training is also suitable for anyone who would like to brush up on his or her basic facilitation skills.

Facilitation Basics is essential for any aspiring leader. Include this workshop in your leadership skills strategy to give your potential leaders the skills they need to effectively facilitate team discussions and gain productive outcomes.

**“People own what they help to create.” - Rebecca Chalmers**



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**CONNECT**



**ACADEMY**

# RAPIDCONSENSUS™

Strong facilitation skills underpin productive group sessions. RapidConsensus™ teaches facilitation skills to get groups to contribute and take ownership for their actions. Most groups leap from problem to solution without stopping to consider or design a preferred result. This facilitation skills course holds up the thinking of a group. It encourages a group to pause and design a preferred outcome before deciding on the best way forward.

Course objectives:

- Learn to mine the collective knowledge of a group. Fast
- Create the conditions for consensus on the best way forward
- Encourage ownership and action
- Create the environment to enable everyone to participate equally
- Put your Dynamic Speaking® skills into practice

## Is RapidConsensus™ for you?

This facilitation training course is great for situations where as a facilitator you require a group to design a better, more desirable future. Actions are then developed from this preferred future state. This in turn will lead to better engagement and greater optimism for the outcomes derived from your session.

Previous participants of this facilitation training course have told us they successfully use these tools and techniques within team meetings. In addition, they use the techniques learnt as a way to focus their teams on daily targets and at conferences to facilitate collaborative discussions between stakeholders who don't always agree.

In our opinion RapidConsensus™ is one of the best facilitation skills workshops on the market. Anywhere in the world!

**“The RapidConsensus™ technique can be applied to everyday situations, personal or professional, small or large, hostile or positive and always results in great outcomes.” - SBS Australia**



LEADER



TEAMS



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# LEVEL 1 MCQUAIG FOUNDATION

The Level 1 McQuaig Foundation introduces McQuaig. The day focuses on the practical application of the assessment and includes basic interpretation to a Level 1 Foundation standard. The Level 1 McQuaig Foundation is a qualification issued in conjunction with The McQuaig Institute.

The Level 1 McQuaig Foundation is useful for HR Directors and Managers as well as line managers in all areas of an organisation.

Course objectives:

- A working knowledge of The Tools and Surveys
- How to competently administer McQuaig
- Interpretation skills to a Level 1 Foundation standard
- Best practice and the technical aspects of assessment
- How to interpret the McQuaig Mental Ability Test®

## Is the Level 1 McQuaig Foundation for you?

Level 1 The McQuaig Foundation is for:

- Anyone administering McQuaig
- Those requiring basic interpretation skills
- Those continuing to Level 2 Accredited McQuaig Interpreter training
- Anyone wishing to become a McQuaig Accredited Trainer

This course is a prerequisite for Level 2 Accredited Interpreter participants.

**“Very informative course, excellent facilities and a great deal of knowledge transferred.” - Arena Racing**



MCQUAIG



ACADEMY

# LEVEL 2 ACCREDITED MCQUAIG INTERPRETER

Level 2 Accredited McQuaig Interpreter training will qualify you as a McQuaig Interpreter and is issued in conjunction with The McQuaig Institute. This course includes an end of day assessment and requires pre-work.

Level 2 Accredited McQuaig Interpreters may attend repeat courses as often as they like to refresh their skills and discuss challenging profiles.

Course objectives:

- Interpretation skills to a Level 2 standard
- Traits and profile families in detail
- Analysis of real life profiles
- How to give feedback
- How to use the McQuaig Self Development Survey™

## Is the Level 2 Accredited McQuaig Interpreter for you?

Level 2 Accredited McQuaig Interpreter Course is for:

- Anyone qualifying for Level 2 Accredited McQuaig Interpreter
- Anyone wishing to become a McQuaig Accredited Trainer
- Those who want better understanding of The McQuaig Word Survey® and how to use it in everyday situations

**“Really helpful in gaining a more in depth understanding and insight into McQuaig, which will improve my ability and skills as a recruiter.” - Autosmart International**



MCQUAIG



ACADEMY

# MCQUAIG EFFECTIVE YOU!

This personal effectiveness training uses the McQuaig Self-Development Survey. An Effective You! course will help you understand your natural strengths and how to make the most of them. In this personal effectiveness course, you will learn what people love about you and what might drive them crazy. Self-awareness is the key to a more Effective You!

McQuaig Effective You! is the ideal foundation for a successful McQuaig Effective Teams workshop.

Course objectives:

- Build insight into your strengths and areas which need to be developed
- Apply your understanding of behavioural traits
- Create actions to leverage your strengths and manage your developmental areas
- Develop skills to help you seek coaching and support
- Understand how to align your action plan with your organisation's goals

## Is Effective You! for you?

Our personal effectiveness course is designed for individuals who want to be more effective at work and build on their natural strengths.

Participants master their strengths using an assessment tool backed by decades of research. Everyone leaves with a detailed action plan to encourage improved job performance, increase job satisfaction, and achieve greater success.

**“Great course, well delivered. The trainer was wicked!” - Zoopla Property Group**



MCQUAIG



ACADEMY

# MCQUAIG EFFECTIVE TEAMS

Effective Teams will help your team achieve outstanding success. It does this through a process of self-assessment and teamwork. We use the McQuaig Self-Development Survey and lots of team activities. These tools give real insight and help build genuine empathy between team members.

Course objectives:

- Understand the 7 key components of effective teams
- Understand yourself and others in relation to personality styles and team functioning
- Gain insight into your work-related strengths and developmental areas, and how they impact on your relationships with other team members
- Analyse the strengths and weaknesses of your team
- Identify several key actions you will take to leverage your strengths
- Manage your developmental areas back on the job

## Is Effective Teams for you?

Our team effectiveness training is designed for teams that want to communicate better and build on their natural strengths.

Team effectiveness training doesn't focus on one or two individual stars. It focuses on the whole team.

It is when the whole team is working successfully that the whole machine begins to work effectively.

**“We’ve got a practical action plan for how to make our team work more cohesively.” - National Farmers Union**



TEAMS



MCQUAIG



CONNECT



ACADEMY

# MCQUAIG EFFECTIVE INTERVIEWS AND SELECTION

The purpose of this workshop is to provide participants with practical, easy to use tools to help assess and interview candidates more objectively.

Many line managers lack the confidence and skills to interview effectively. McQuaig Interviews and Selection uses the McQuaig Word Survey® Report and the McQuaig Job Survey® to give your interviewers an effective interview framework that delivers immediate results.

Course objectives:

- Determine critical behaviours and interview questions for a specific job
- Use past behaviour as a predictor of future performance
- Conduct legally defensible interviews
- Link reference checks to critical job behaviours
- Get beyond the 'rehearsed' responses of a well-coached candidate
- Learn a 3-step interviewing process

## Is Effective Interviews & Selection for you?

Why you should attend:

- Learn how to interview and select people best suited to the role
- Receive a step by step guide from when a resume/CV arrives to making the decision
- Understand what 'good' interviews look like

Prerequisite: To get the most from this workshop you will have your Level I McQuaig Foundation.

**“Excellent course, well explained & structured.” - Leaseguard Group**



LEADER



MCQUAIG



ACADEMY

# BPS TEST USER LEVEL 1 AND 2 TRAINING

Gain greater depth of knowledge of psychometrics with our British Psychological Society Test User Training.

This two-day course provides you with actionable skills to conduct assessments legally, fairly, ethically and effectively. It will help your organisation to get the most out of its investment in psychometrics.

Course objectives:

- Develop skills in multiple tests and different assessment techniques
- Qualify in both Ability and Personality Testing (formerly Level A and B) in just two days plus pre-reading and post-course follow up
- Become the registered 'expert' for your organisation and join the BPS Register of Qualifications in Test Use
- Gain the knowledge and practical skills to conduct psychometric tests fairly, effectively and ethically
- Learn how to integrate assessment into your talent management strategy

## Is BPS Test User Level 1 and 2 Training for you?

This training is for professionals who use psychometric and/or psychological tests in their role. The course is specifically aimed at business professionals in HR, recruitment and coaching. If your role involves testing for recruitment, team development and talent management, this qualification is for you.

**“Continuous personal and professional development is your key to the future.” - Brian Tracy**



# THE HOLST ACADEMY

The Holst Academy is where trainers learn to teach our courses. Through our trainer certification programme, trainers and learning and development professionals gain the skills and confidence to take our workshops back to their organisations. This helps to embed a culture of continual learning as your organisation develops as an effective workplace.

Independent trainers can also certify in our courses. Our workshops add great value to the portfolio of independent trainers the world over. They enable trainers to deliver instantly applicable skills and professional development to their clients.

## As a Certified Trainer, you will:

- Follow the international guidelines on how to teach their courses
- Use authorised materials
- Buy licensed materials for use with your own participants

An experienced Master Trainer will mentor you through the training certification process and be available to support you as you get up and running. You will receive a Certified Trainer Kit complete with slides, notes, and other learning aids. We always recommend you choose courses that excite you. You will do a great job if you enjoy what you are training others to do.

## We offer trainer certifications in:

- Business Communications Skills: ThinkSpeak™, The Polished Presenter, Dynamic Speaking®, Engage Your Reader™
- Thinking & Creativity: Course in Creativity™, Six Thinking Hats™, Lateral Thinking, Power of Perception™, Creative Teams
- Facilitation Skills: Facilitation Basics, Rapid Consensus™
- Self & Team Development: Effective You!, Effective Teams
- Financial literacy: Colour Accounting™
- Psychometric assessment: the flowprofiler® family and McQuaig

**Prerequisite:** Our trainer certifications accredit you to provide training for a particular licensed product. They are not general train-the-trainer courses, and we recommend you have experience in front of a class before applying.

**“Education is not the learning of facts, but the training of the mind to think.” - Albert Einstein**



# OUR PARTNERS

We are proud to work with leading training and development publishers from around the world.

## **Chalmers International**

Chalmers International has worked in global learning and development for over 20 years. Founder, Beck Chalmers, is Master Trainer for de Bono Thinking Systems, McQuaig Institute, Waterfield Consulting, and Executive Director of Holst. Chalmers International brings us courses in creativity, facilitation skills, and business communications skills and is the developer of flowprofiler®.

## **The McQuaig Institute**

The McQuaig Institute has worked with thousands of companies worldwide. They use McQuaig assessments for hiring, coaching, leadership development, succession planning and team building. Holst has been a partner with The McQuaig Institute since 1984.

## **de Bono Thinking Systems**

Holst was Dr Edward de Bono's first distribution partner in Europe. A global leader in Creativity and Innovation skills, Dr de Bono's training links over 700 certified trainers in 60 countries on six continents.

## **Accounting Comes Alive**

This team is comprised of self-professed financial literacy advocates who spend their time making accounting concepts easy to understand. Colour Accounting™ is their finance for non-finance people course.

## **Waterfield**

Waterfield is an Australian based company specialising in strategy and facilitation. RapidConsensus™ is a Waterfield course which teaches facilitators how to reach consensus and mine the collective intelligence of a group.

