RIVERWAVES

ASSESSORS SKILLS
Certification Course

The British Psychological Society
Approved

PREPARING SKILLED ASSESSORS TO SUCCESSFULLY AND OBJECTIVELY ASSESS PEOPLE

Because success depends on having the right people in the right places, organisations want to make sure they're clear about how their people perform and what their capabilities are. To fulfill this need, orgnisations have relied on assessment centers for a long time, because assessments – time and again – prove to be the best predictor of job performance.

In this workshop, we qualify assessors to conduct Assessment/ Development centers in a way that maintains consistency, reliability, objectivity and fairness.

WHO SHOULD ATTEND

✔ HR professionals who wish to build assessment skills

✔ People who aspire to work as assessors

The Assessor Skills Certification workshop allows organisations to build internal capability for people assessments

THIS IS A 3-DAY PROGRAM THAT PROVIDES PARTICIPANTS WITH

✔ **Knowledge** – of assessment/development center process and implementation.

✔ **Skills** – to perform assessments, observe, record, classify and evaluate behaviors, and provide feedback

✔ **Certification** – participants are assessed at the end of the workshop, and are certified as Assessors, based on the best practice guidelines of the British Psychological Society.

LEARNING
APPROACH

In the learning journey, we use a number of techniques that challenge the learners' understanding, immerse them in real-life situations, and allow them to assimilate and internalise their learning
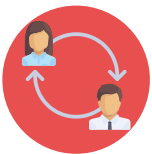
WORKSHOP METHODOLOGY

Interactions with peers and with facilitator

Participation in the transfer of knowledge

WORKSHOP PRACTICE BUNDLE

Role Play
Participants will practice being assessors in simulation exercises that cover the common assessment/development activities.

Coaching
Coaching is provided throughout the workshop to support participants with learning feedback.

Simulation Exercises
Credible and tested assessment/development simulation tools are used for Learning purposes during the workshop.
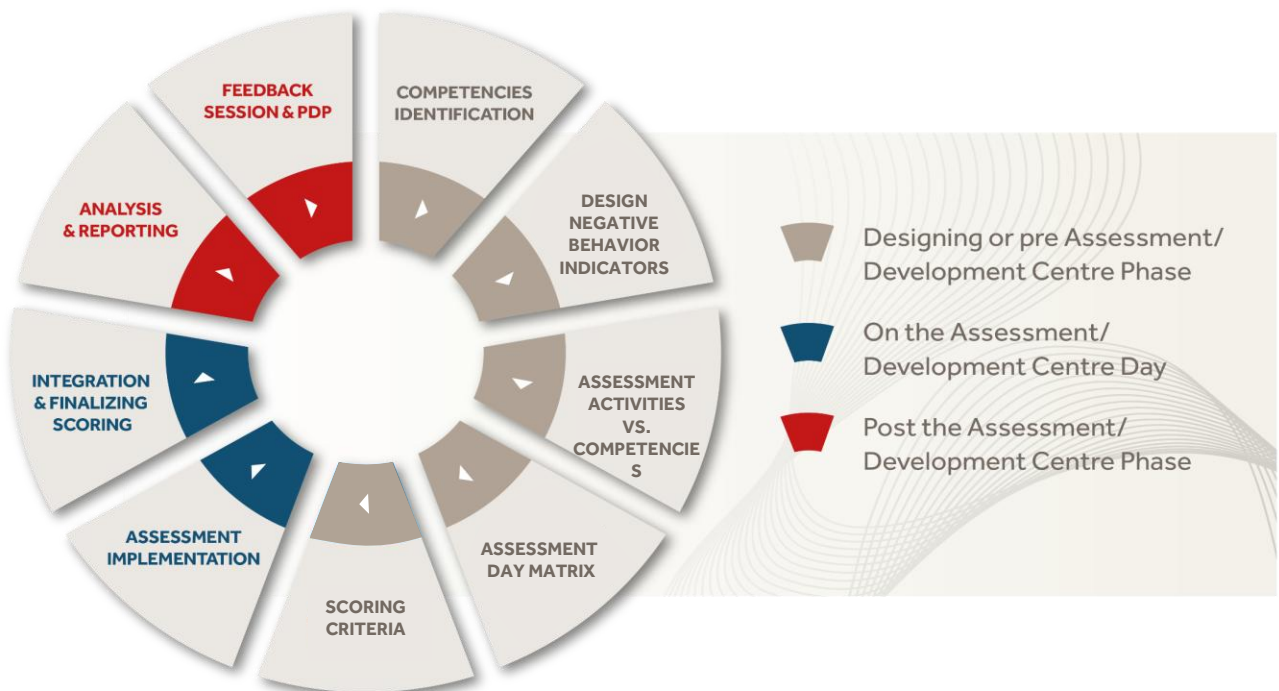
1 SETTING THE SCENE
INTRODUCTION TO ASSESSMENTS

What is an Assessment Center?

- ✔ Learn the main concepts underlying Assessment and Development centers
- ✔ Differentiate between Assessment and Development centers
- ✔ Differentiate between the different assessment tools and their typical uses

Wheel diagram phases:
- FEEDBACK SESSION & PDP
- COMPETENCIES IDENTIFICATION
- ANALYSIS & REPORTING
- DESIGN NEGATIVE BEHAVIOR INDICATORS
- INTEGRATION & FINALIZING SCORING
- ASSESSMENT ACTIVITIES VS. COMPETENCIES
- ASSESSMENT IMPLEMENTATION
- ASSESSMENT DAY MATRIX
- SCORING CRITERIA

Legend:
- Designing or pre Assessment/Development Centre Phase
- On the Assessment/Development Centre Day
- Post the Assessment/Development Centre Phase

2 THE ASSESSMENT CENTER PROCESS
PLANNING FOR THE ASSESSMENT CENTER

Planning the Assessment Day

- ✔ Learn how the competencies to be assessed are identified
- ✔ Understand how the assessment center is organised and how the different resources are allocated
- ✔ Learn the basics of selecting the activities that match and measure the competencies at hand

- ✔ Learn how to get the best results from assessment/development centers and how to avoid the most common pitfalls when evaluating candidates

3 THE ASSESSMENT CENTER PROCESS
CONDUCTING THE ASSESSMENT

Conducting an Assessment Center

- ✔ Learn how to assess candidates using the most common assessment tools
- ✔ Develop the skill of observing, recording, classifying and evaluating observed behaviours
- ✔ Learn how to present candidate's data in accurate behavioural terms, and how to support your evaluation with evidence
- ✔ Learn how to hold an integration discussion

Creating Assessment Center Reports

- ✔ Identify the required criteria for the candidate/participant report
- ✔ Distinguish between the different types of reports that can be generated
- ✔ Practice writing assessment and development outcomes report highlighting areas of strength and development

Giving Constructive Feedback

- ✔ Identify the purpose of a feedback session
- ✔ Learn how to give constructive feedback to candidates
- ✔ Learn how to develop and agree on a personal development plan
- ✔ Practice preparing for and conducting a feedback session

Identify

Plan

PERSONAL DEVELOPMENT PLAN

Review & Reflect

Action & Record

GET CERTIFIED!

> Certification ensures that the participant has grasped all the learning concepts and is able to apply them. This is achieved through:

Knowledge Tests

- ✓ **Type:** Written knowledge test
- ✓ **Duration:** 30 mins
- ✓ **Minimum score:** pass 75% of the test
- ✓ **Retesting:** allowed

Practical Evaluation

Participants will go through simulation test to assess a candidate in a presentation exercise to ensure participants' ability to observe, classify, score and evaluate candidates objectively and fairly. Participants will experience writing a paragraph about the candidate's strength and development areas and deliver face to face feedback.

- ✓ **Type:** Simulation
- ✓ **Duration:** 75 mins
- ✓ **Minimum score:** pass 75% of the scoring criteria pre-determined by Riverwaves Consultants
- ✓ **Retesting:** allowed for 3 months after the announcement of the evaluation results

WHY LEARN WITH US?

CUSTOMISATION

We customise our workshops to suit our Clients' specific needs. From simple tailoring to designing new content and activities, workshops are made to fit your organisation. It is as close as you get to made-to-order workshops.

FLEXIBITLIY

Schedule workshops as per your convenience. Workshops can be lengthened, shortened, or combines. Moreover, have workshops delivered at your preferred location.

EXPERTISE

Our workshops are developed & delivered by HR Experts. They bring in years of hands-on experience, and give participants a flavour or real-life scenarios and practical applications.

EXEPRIENTIAL

We deliver highly interactive, experiential workshops. We focus on practice, activities and experiences, to support the internalisation of learning and help participants link it to their particular work situation.

GAMIFICATION

We employ games and gamification techniques to increase participants' engagement and create a more inviting, fun learning environment.

BPS ACCREDITED

The British Psychological Society
Approved

This certification is BPS accredited and comply with its standards & benchmarks, signaling the highest standard of quality.

ABOUT BPS

The British Psychological Society is a UK professional body for psychologists, with a total membership of approximately 48,000 members. The Society promotes the advancement of psychology as well as the professionalism of psychology professionals; it does this by setting up a high standard of professional education and knowledge. The BPS also runs a CPD (Continuing Professional Development) Approval Scheme to approve professional development offered by external providers as meeting the Society's standards.

WHAT DOES IT MEAN TO BE ACCREDITED BY BPS?

Being accredited by BPS means that our programme meets the Society's standards for professional development. BPS certifies that our certification pragamme reflects contemporary learning, research and practice, reflects and promotes ethical practice and professional values, is periodically reviewed to ensure that it reflects the society's standards, and that we possess the appropriate resources to support effective delivery of the programme.

BPS ASSESSMENT CENTER STANDARD

Why is this important?

A survey of assessment centre practitioners showed:

- 50% of assessors said they had insufficient time to evaluate and score candidates quite often or more frequently. 2
- 5% of assessment centre designers experienced assessors not being given the opportunity to practice evaluation of exercises before they went live.
- 50% of assessors said wash-ups were rushed due to lack of time quite often or more frequently.
- 50% of candidates said they received insufficient feedback from the assessment centre.

Our programme abides by the **Assessment Centre Standard** of the **BPS Division of Occupational Psychology**; the standard supports best practice and enables organisations to run centres more effectively.

REGISTER NOW

https://goo.gl/nGhJgk

JOBMASTER
Human Capital Solutions

For more information contact us at:
businessdevelopment@jobmastergroup,com

R VERWAVES

Our proven HRM solutions can help your business achieve your goals through your people. To find out how, contact the Riverwaves teams on +44 (0) 161 2661920 or visit www.riverwaves.co.uk.