

RIVER WAVES

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 fulfil this need, organisations have relied on assessment centres 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 centres 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 centre process and implementation.
- ✔ **Skills** – to perform assessments, observe, record, classify and evaluate behaviours, 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.

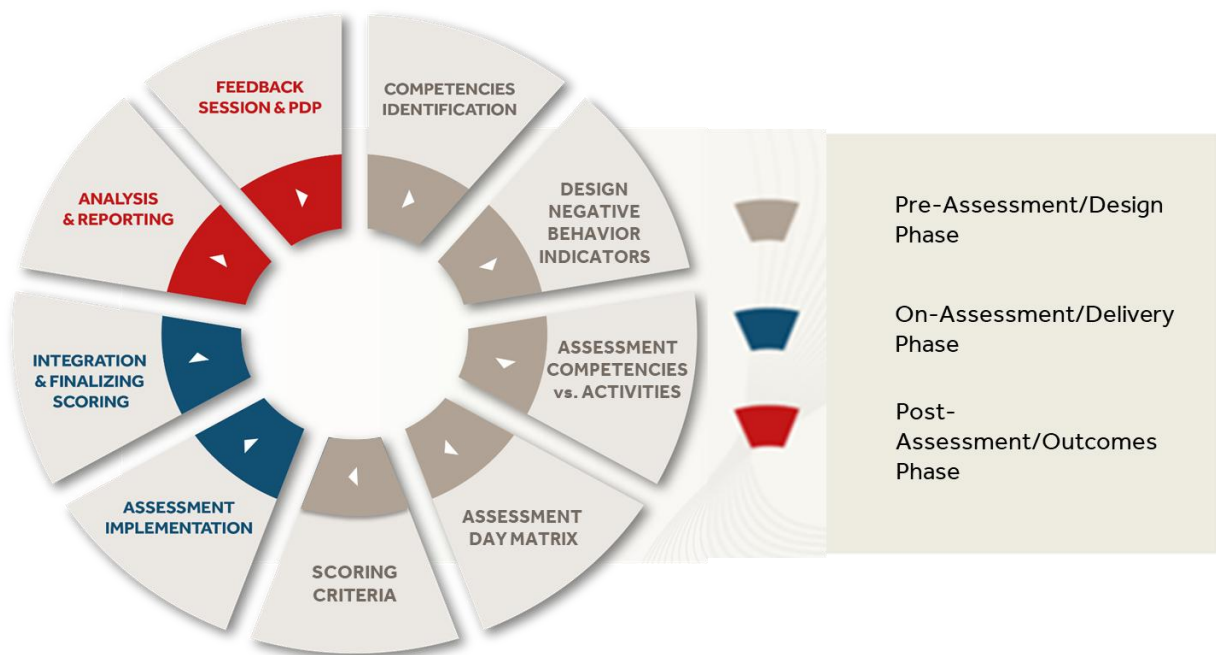


1 SETTING THE SCENE

INTRODUCTION TO ASSESSMENTS

What is an Assessment Centre?

- ✓ Learn the main concepts underlying Assessment and Development centres.
- ✓ Differentiate between Assessment and Development centres.
- ✓ Understand the significance of Assessment & Development centres
- ✓ Learn about the concepts of Reliability & Validity



2 THE ASSESSMENT CENTRE PROCESS

PLANNING FOR THE ASSESSMENT CENTRE


Planning the Assessment Day (Design Phase)

- ✔ Learn how the competencies to be assessed are identified.
- ✔ Understand how the assessment centre is organised and how the different resources are allocated.
- ✔ Learn the basics of selecting the activities that match and measure the competencies at hand (Competencies VS. Activities Matrix).
- ✔ Learn the different scoring approaches.

3 THE ASSESSMENT CENTRE PROCESS

CONDUCTING THE ASSESSMENT

Conducting an Assessment Centre (Delivery Phase)

- ✔ Develop the skill of observing, recording, classifying and evaluating observed behaviours.
 - ✔ Learn how to get the best results from assessment/development centres and how to avoid the most common pitfalls when evaluating candidates.
 - ✔ Differentiate between the different assessment tools and exercises and their typical uses; and learn how to assess candidates using the most common assessment tools/exercises.
 - ✔ 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.
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4 THE ASSESSMENT CENTRE PROCESS

REPORTING & FEEDBACK

(Outcomes Phase)

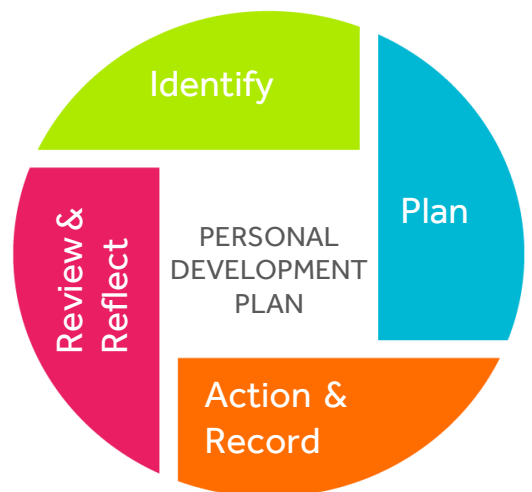


Creating Assessment Centre Reports

- ✔ 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 outcome reports, 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.



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 min
- ✓ Minimum score: pass 75% of the test
- ✓ Retesting: allowed

Practical Evaluation

Participants will go through a 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 min
- ✓ Minimum score: pass 75% of the scoring criteria pre-determined by Riverwaves Consultants
- ✓ Retesting: allowed



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.



EXPERTISE

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



GAMIFICATION

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



FLEXIBITLIY

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



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.



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BPS ACCREDITED

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

ABOUT BPS

The British Psychological Society (BPS) 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 professional standard 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 that meet 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 ensures that the certification programme reflects contemporary learning, research and practice, and that it reflects and promotes ethical practice and professional values. It is periodically reviewed to ensure that it reflects the Society's standards, and that the appropriate resources to support effective delivery of the programme are present.

BPS ASSESSMENT CENTRE 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.
- 25% 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>



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Psychological Society
Promoting excellence in psychology

R  V E R W A V E S

Our proven HRM solutions can help your business achieve your goals through your people. To find out how, visit www.riverwaves.co.uk.

V 3.0