

Employee Growth – A Two Day Course

Assessment Centre Design

Assessment Centre Design to Attract and Retain the Best talent

WHO SHOULD ATTEND?

HR Managers. Talent Acquisition and Learning & Development professionals. All those who need to know the most effective and cost effective ways to accurately and objectively assess performance, ability and potential.

COURSE DESCRIPTION

To remain successful it is vital that organizations are able to attract and retain the best talent. Well designed and delivered assessment centres are acknowledged to be amongst the most effective tools to measure skill and future potential. The use of best practice recruitment and selection processes can also create a positive image of the organization in the eyes of discerning top talent. This programme provides a comprehensive “tool box” to assist in the design of robust and professional assessment processes. This includes copyright on a range of assessment activities including role plays, group activities, analytical presentations and in trays enabling them to be used in the participants’ organization.

Assessment Centre Design is a proven practical program that gives participants the skills and knowledge to be able to design and deliver a comprehensive assessment process.

The program is well researched, knowledge-based and designed with the individual learner at the centre of the learning process which means that the course is extremely interactive and practical.

To gain the **maximum benefit** from this course we recommend also attending the associated [Assessor Skills](#) program.

COURSE OBJECTIVES

By the end of this course delegates will be able to:

- ✓ Design an effective competence framework with comprehensive behaviour indicators
- ✓ Produce an assessment matrix to assess a range of competences
- ✓ Design and evaluate assessment activities
- ✓ List the benefits of assessment centers and sell the process others in their organization
- ✓ Distinguish between assessment and development centres.
- ✓ Describe how psychometric tools can be integrated into assessment centres
- ✓ Design a cost effective and comprehensive assessment process.

COURSE CONTENT

DAY 1 • ASSESSMENT CENTRE DESIGN

- What are assessment centres? Key elements.
- Benefits and advantages of assessment centres. How to “sell” assessment centres.
- Key differences between assessment and development centres
- The assessment matrix
- Using development centres as part of a succession management process; how can we define and measure “talent” and “potential”?
- Designing competence frameworks and defining desired behaviour
- Choosing and designing assessment exercises
- Use of role players

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DAY 2 • ASSESSMENT CENTRE DELIVERY

- Use of psychometric tools in assessment and development centres
- Setting up and running an assessment centre
- Joining instructions, how to best prepare candidates
- The role of the centre manager
- Choosing assessors
- Writing assessment reports
- Practical Case Study; Participants will design an assessment or development centre to be used in their organization

Key Learning Review

- Group discussion and professional feedback to consolidate key learning. Delegates will leave the day with a list of development activities to improve their blended learning competency back at work.

IN ADVANCE

Each delegate will be asked to complete a pre-course questionnaire to determine their individual learning objectives. These will be used by the trainer to give on track training that is focused on the individual learner attending. They will also be asked to think of a short learning solution that they might try to "blend" in the training room.

The most appropriate training format, content and approach for this course will be discussed with you prior to the start of your course.

ON-TRACK FOR GROWTH

The individual leaves this program with a personal action plan to encourage immediate transfer of training to the job.

EVALUATION TO ENSURE CONSISTENT QUALITY

All our courses are evaluated at Kirkpatrick's Reaction and Learning levels as part of our quality control process as follows:

Level 1- Reaction- Training Course Evaluation Form

This training course evaluation form is used to maintain and improve the standards of our training courses.

Level 2- Learning- Pre and Post Training Test

The test is confidential and used to evaluate our training, **not the delegate**. The results help us answer the question "Did people learn what we wanted them to learn from the training?" This test is run at the beginning and at the end of this training course.

The Whole Thing can help properly position and align all learning and development with business priorities to ensure that effective evaluation is possible. We encourage all our clients to agree measures prior to any intervention so that return on investment (ROI) and process gets attention.

Please contact **The Whole Thing** to explore the many ways that we can help you.

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