



Assessor training course outline

The Assessor training course is designed to familiarise delegates with a range of assessment exercises and techniques. They will have the opportunity to develop and practise the skills of observation, recording, classification and evaluation using written and interactive assessment methods.

Course objectives

During the course delegates will:

- Understand the background and rationale behind assessment centres and the role of the Assessor
- Identify the skills, knowledge and competencies of an Assessor
- Familiarise themselves with the use of several different assessment exercise types, e.g. role-play, group exercises, analysis exercises
- Develop and practise the skills of an assessor

Delegates will leave the training course able to implement a range of these techniques effectively within their organisation. Where appropriate, will train delegates to use the exercises that are used within your organisation.

Introduction

- Assessment centre principles
- Role and responsibilities of an assessor

Making assessments 1

- Observation skills
- What's really going on? – looking for 'tells'
- Assessment exercise 1 - Materials, administration and assessment

Making assessments 2

- The assessment form
- Categorising observations
- Evaluation and making ratings
- Debrief questions
- Assessment exercise 2 - Materials, administration and assessment

Making assessments 3

- Avoiding rating errors, prejudice and personal bias
- Typical errors in the way we naturally assess and interview
- The impact of Equal Opportunity legislation on selection
- Assessment exercise 3 - Materials, administration and assessment

Decision-making

- Conducting effective integration discussions
- Avoiding bad decisions