



Accreditation Programme

ASSESSOR AND CENTRE MANAGER SKILLS

Continue your **personal and professional development** by gaining a **BPS Approved** certificate in Assessor and Centre Manager Skills

The Assessor Skills and Centre Manager course is designed for management and non-management staff, particularly HR professionals, who intend to design, manage and assess candidates during Assessment or Development Centres.

The course is suitable for beginners, as well as individuals who have some experience of assessing/design and who would like to enhance their skills and techniques.

BPS Approved, Good to Know

The course is internationally recognised by the British Psychological Society (BPS) and enables delegates to develop the knowledge and skills necessary to become a qualified Assessor in a range of Assessment and Development Centre exercises and managing the process of designing and implementing Assessment and Development Centres.

Delegates will also be able to purchase and responsibly use business simulation materials, such as role plays, group exercises and case studies and learn highly specialised design techniques.



The
British
Psychological
Society

In this 3 day programme, participants are required to pass a multiple-choice exam and to participate actively in exercises designed to ensure ethical and professional conduct.

Depending on delegates outcomes after completing the course, there may be some additional post-course practice to complete before being signed off.

Courses can be split into 2 sections of Assessors Skills (2 days) and Centre Manager (1 day) . You can attend 1 or both parts of the course. Access and sign off will be limited for those not attending the full course.

Objectives

- Understand the key principles of Assessment and Development Centres
- Demonstrate the fundamentals of centre design to evoke maximum value
- Recognise and understand the relevance of competencies and be able to explain how they manifest themselves in different Assessment Centre exercises
- To manage the centres before, during and after the event
- Demonstrate the ability to complete the Behavioural Assessment Process effectively for a variety of exercises
- Prepare and present candidate data in accurate behavioural terms, supported by relevant examples
- To facilitate the communication surrounding centres to support outcomes
- Prepare for and run a feedback session
- To effectively manage the centre data to maximise understanding and decisions made.

Topics Covered

- Theory on Assessment and Development Centres
- Centre Design Elements
- Assessment Centre Tools
- Toolkits & Ratings
- Feedbacks & Action Plan

Virtual Learning Schedule (Sample)

Day1	9am – 3pm
Welcome and Introductions	
Background of Assessments	
Validity & Reliability	
Centre Manager Deep Dive	
Day 2	9am – 3pm
Matrix Resourcing Timetables	
AC / DC Tools	
Exercise Practice	
ORCE	
Day 3	9am – 3pm
Giving Effective Feedback	
Action Planning	
Data Management	
Final Exam	

