COURSE OUTLINE

Course Title:
Master Assessor in Occupational Testing Certification Program

Course Duration:
3.5 days

Course Date(s) and Venue:
TBA

Course Fees:
USD 2,000 (AED 7,340) per person

Course Tutor:
Hussein Mansour – Master Trainer, Senior Consultant and GM

Course Description:
This course provides the essential knowledge to people and companies who need to understand and to utilize the use of Psychometric Assessments efficiently in order to minimize the uncertainty in the hiring process of new employees and training of existing and/or new employees, to decrease employee relations problems and increase Return on Investment.

Course Objectives:
- Enhance the understanding of Psychometrics
- Understand the types of Assessment tools and the application of each
- Widen the awareness about the importance of Psychometric Assessments & its applications
- Maximize the use of Assessment Reports
- Enable participants to consider different approaches to linking the results of the Psychometric assessment to the Job Requirements
- Enable participants to give Feedback to the test takers and also to the management based on the assessment's results
- Enable a more effective and efficient Decision-Making process
- Building and retaining a high-performance company
- Introduction to the Virtual Assessment Center Portal
- Maximize the utilization of the Virtual Assessment Center Portal

Course Structure:

The course is interactive and requires participation as individuals and in teams too. It consists of exercises, case studies, role plays & practical work so that participants have the opportunity to experience, understand, implement & learn the skills and techniques acquired during the training. At the end of the course the participants will be tested to verify their technical knowledge and understanding of the main points covered throughout the course.

Who Should Attend this Course?

The course is aimed at people who are expected to administer, manage, design job profiles and conduct assessments, as well as conduct analysis. Decision makers and/or people who assist in the decision-making process are considered right candidates. Usually, people in the Human Resources field, Career Advisors, and/or management, in general, are advised to attend this course.

Course Certificate:

Master Certified Assessor: Participants who attend the entire course and succeed in achieving the minimum required will be awarded a certificate approved by the Board of Directors and course tutor.

Course Schedule:

Day One:
- Understand the Science of Psychometrics
- Understand today's Challenges that are facing organizations
- Linking traditional hiring processes to Psychometrics
- Facilitate an understanding of the need for Psychometric tools to assist organizations
- Introduce the different types of Psychometrics
- Introduce the wide range of Profiles International's Psychometric tools
- A constructive introduction to the ProfileXT
    - Understand what it measures (Competencies)
    - Why it measures what it is designed to measure
    - Correlations between scales
    - How is it implemented
    - The kinds of reports generated
    - Self-reports, Management reports, Selection reports and Development reports
    - The use of each report

Day Two:
- Reading the ProfileXT reports
- Understanding the ProfileXT reports
- Analyzing the ProfileXT reports & drawing conclusions
- How to Administer the ProfileXT Psychometric Assessment
- How to deliver Feedback Sessions
    - Practical application
    - Practice Role Play
- Introduce Job Performance Models
    - Where to locate Models
    - How to build or modify existing Models
    - How to design Job Models; different methods to design Models

Day Three:
- Introduction to the Profiles Checkpoint 360
    - Understand what it measures (Competencies)
    - Why it measures what it is designed to measure
    - Correlations between scales
    - How is it implemented/administered
    - The kinds of reports generated
    - The use of each report
    - Reading the reports
    - Understanding the reports
    - Analyzing the reports & drawing conclusions

Day Four – half a day:

- Introduce the Virtual Assessment Center Portal
  - How to Schedule Assessments
  - Follow-up on Assessment progress
  - How to generate Assessment reports
  - How to deliver Assessment reports
- Revision (Open discussion, Questions and Answers)
- Certification Test (Duration is 1.5 hours)