

## ASSESSMENT AND DEVELOPMENT CENTRES

The event focuses on the design and delivery of successful assessment and development centres based on the HERA competencies, including the choice of exercises and assessment criteria. Participants learn how to design and run their own centres and improve the accuracy of assessments for evaluation purposes, through questioning, discussion and practical exercises. This event is aimed at HR practitioners and staff developers.

### Aims:

At the end of this event participants will:

- Understand how to get the most out of a centre
- Be able to plan and deliver a successful centre
- Avoid common pitfalls in assessment

### Programme:

- 10.00 Welcome and Introductions**
- 10.10 **What are assessment centres and development centres?**
- Focus on competency based centres
  - Description of assessment and development centres
  - Benefits of centres
  - Differences between an assessment and a development centre
- 11.00 **Getting started**
- Defining purpose of centre
  - Using competencies for assessment
  - Defining competencies
  - Defining rating scales
  - Designing activities for assessment
- 12.45 Lunch**
- 13.30 **The role of assessors**
- The critical four steps of assessment
  - Common faults to avoid when assessing
  - Achieving agreement between assessors
  - Feedback to successful and unsuccessful candidates
  - Training assessors
- 15.30 **Next steps and questions that need answers**
- 15.45 Close**