

ASSESSORS SKILLS

Certification Course

Approved by:



the british
psychological society
CPD QUALITY MARK 2026

In collaboration with

JOBMASTER
Human Capital Solutions

PREPARING SKILLED ASSESSORS TO SUCCESSFULLY AND OBJECTIVELY ASSESS PEOPLE

Because success depends on having the right people in the right places, organizations want to make sure they're clear about how their people perform and what their capabilities are. To fulfill this need, organizations have relied on assessment centers for a long time, because assessments – time and again – prove to be the best predictor of job performance.

In this workshop, we qualify assessors to conduct Assessment/ Development centers in a way that maintains consistency, reliability, objectivity and fairness.

WHO SHOULD ATTEND

HR professionals who wish to build assessment skills
People who aspire to work as assessors



The Assessor Skills Certification workshop allows organizations to build internal capability for people assessments

THIS IS A 3-DAY PROGRAM THAT PROVIDES PARTICIPANTS WITH

Knowledge – of assessment/development center process and implementation.

Skills – to perform assessments, observe, record, classify and evaluate behaviors, and provide feedback

Certification – participants are assessed at the end of the workshop, and are certified as Assessors, based on the best practice guidelines of the British Psychological Society.

LEARNING APPROACH

In the learning journey, we use a number of techniques that challenge the learners' understanding, immerse them in real-life situations, and allow them to assimilate and internalise their learning

WORKSHOP METHODOLOGY



Interactions with peers and with facilitator



Participation in the transfer of knowledge

WORKSHOP PRACTICE BUNDLE



Role Play

Participants will practice being assessors in simulation exercises that cover the common assessment/development activities.



Coaching

Coaching is provided throughout the workshop to support participants with learning feedback.



Simulation Exercises

Credible and tested assessment/development simulation tools are used for Learning purposes during the workshop.

1 SETTING THE SCENE

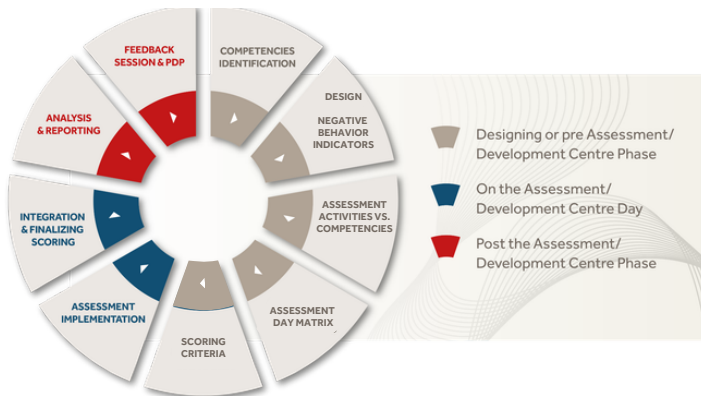
INTRODUCTION TO ASSESSMENTS

What is an Assessment Center?

Learn the main concepts underlying Assessment and Development centers

Differentiate between Assessment and Development centers

Differentiate between the different assessment tools and their typical uses



2 THE ASSESSMENT CENTER PROCESS

PLANNING FOR THE ASSESSMENT CENTER

Planning the Assessment Day

Learn how the competencies to be assessed are identified

Understand how the assessment center is organised and how the different resources are allocated

Learn the basics of selecting the activities that match and measure the competencies at hand

Learn how to get the best results from assessment/development centers and how to avoid the most common pitfalls when evaluating candidates

3 THE ASSESSMENT CENTER PROCESS

CONDUCTING THE ASSESSMENT

Conducting an Assessment Center

Learn how to assess candidates using the most common assessment tools

Develop the skill of observing, recording, classifying and evaluating observed behaviours

Learn how to present candidate's data in accurate behavioural terms, and how to support your evaluation with evidence

Learn how to hold an integration discussion

4 THE ASSESSMENT CENTER PROCESS

REPORTING & FEEDBACK



Creating Assessment Center Reports

Identify the required criteria for the

candidate/participant report

Distinguish between the different types of reports
that can be generated

Practice writing assessment and development
outcomes report highlighting areas of strength and
development

Giving Constructive Feedback

Identify the purpose of a feedback session

Learn how to give constructive feedback
to candidates

Learn how to develop and agree on a
personal development plan

Practice preparing for and conducting a
feedback session



GET CERTIFIED!



“ Certification ensures that the participant has grasped all the learning concepts and is able to apply them. This is achieved through: ”

Knowledge Tests

- **Type:** Written knowledge test
- **Duration:** 30 mins
- **Minimum score:** pass 75% of the test
- **Retesting:** allowed



Practical Evaluation

Participants will go through simulation test to assess a candidate in a presentation exercise to ensure participants' ability to observe, classify, score and evaluate candidates objectively and fairly. Participants will experience writing a paragraph about the candidate's strength and development areas and deliver face to face feedback.

- **Type:** Simulation
- **Duration:** 75 mins
- **Minimum score:** pass 75% of the scoring criteria pre-determined by Riverwaves Consultants
- **Retesting:** allowed

WHY LEARN **WITH US?**



CUSTOMISATION

We customise our workshops to suit our Clients' specific needs. From simple tailoring to designing new content and activities, workshops are made to fit your organization. It is as close as you get to made-to-order workshops.



EXPERTISE

Our workshops are developed & delivered by HR Experts. They bring in years of hands-on experience, and give participants a flavour or real-life scenarios and practical applications.



GAMIFICATION

We employ games and gamification techniques to increase participants' engagement and create a more inviting, fun learning environment.



FLEXIBILITY

Schedule workshops as per your convenience. Workshops can be lengthened, shortened, or combined. Moreover, have workshops delivered at your preferred location.



EXPERIENTIAL

We deliver highly interactive, experiential workshops. We focus on practice, activities and experiences, to support the internalisation of learning and help participants link it to their particular work situation.



BPS ACCREDITED

This certification is BPS accredited and comply with its standards & benchmarks, signaling the highest standard of quality.

ABOUT BPS

The British Psychological Society (BPS) is a UK professional body for psychologists, with a total membership of approximately 48,000 members. The Society promotes the advancement of psychology as well as the professional standard of psychology professionals; it does this by setting up a high standard of professional education and knowledge.

WHAT DOES IT MEAN TO BE APPROVED BY BPS?

Being approved by The British Psychological Society means that our programme meets the Society's standards for professional development.



This course is approved by the British Psychological Society for the purposes of Continuing Professional Development (CPD).

BPS ensures that the certification programme reflects contemporary learning, research and practice, and that it reflects and promotes ethical practices and professional values. It is periodically reviewed to ensure that it reflects the Society's standards, and that the appropriate resources to support effective delivery of the programme are present.

BPS ASSESSMENT CENTER STANDARD

Why is this important?

A survey of assessment CENTER practitioners showed:

- 50% of assessors said they had insufficient time to evaluate and score candidates quite often, or more frequently.
- 25% of assessment CENTER designers experienced assessors not being given the opportunity to practice evaluation of exercises before they went live.
- 50% of assessors said wash-ups were rushed due to lack of time quite often, or more frequently.
- 50% of candidates said they received insufficient feedback from the assessment CENTER.

Our programme abides by the Assessment CENTER Standard of the BPS Division of Occupational Psychology; the standard supports best practice and enables organisations to run CENTERS more effectively.





Thank You.

Our proven HRM solutions can help your business achieve your goals through your people.

Registration link

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