

# Assessment/Development Center in practise

## #1 Competences – the basis of Assessment and Development Center projects

- You will learn what the Assessment Center and Development Center method is and learn how to construct a competency model necessary to evaluate project participants,
- Defining competences and behavioral indicators,
- Creating competency assessment scales,
- Competency profile:
  - How to create an „ideal candidate“ profile?
  - How to clarify the profile so that the recruitment/development need is understandable for all parties involved in the project (assessor/recruiter, internal client, etc.)?
  - **Case study** – how to create competency profiles for specific recruitment/development needs?
- The most common mistakes when creating competency models.

## #2 Assessment of competences and the role of the assessor in the Assessment and Development Center session

The effectiveness of AC//DC depends not only on a good session design, the knowledge and experience of the assessor who will assess candidates/employees is also important, so during the training you will learn:

- What is the role and tasks of the assessor,
- How to create an assessment sheet customized for AC/DC goals,
- How does the behavioral interview differ from a regular conversation with the participant and why is it an integral part of the session,
- How to avoid psychological pitfalls in the AC/DC participant assessment process:
  - Perceptual errors,
  - The impact of the assessor's beliefs on the participant's assessment,
  - **„tricks“ of AC/DC participants** – how not to be misled.
- **How to effectively conduct a data integration session** – calibration of assessments during assessors' discussions.
- How to create a summary report for participants and a summary report:
  - Report content,
  - Presentation of results,
  - Development recommendations,
- **How to provide feedback** – rules and techniques for giving constructive feedback.

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## #3 Assessment and Development Center in practise

You will play the role of an AC/DC session participant and take part in tasks specially designed for this purpose. You will receive feedback from another training participant who will play the role of the assessor. Then you will switch places and, as an assessor, you will prepare and provide feedback to the participant in the AC/DC session based on your observations.

Thanks to this experience:

- You will increase your competences in the field of evaluation and providing constructive feedback,
- **You will receive development tips for yourself** – from the trainer and training participants,
- You will gain a broader perspective on the AC/DC process by playing the role of a participant, performing assessment tasks and receiving feedback,
- You will learn how to react to difficult situations during a feedback session,
- **You will increase your self-confidence** – the trainer will answer your questions and doubts, not only based on theory, but relating to practice.

## #4 Your own Assessment/Development Center project

After learning the theory behind AC/DC preparation and experiencing the course of the session as both assessor and participant, it is time to create your own full-blown AC/DC project. On the basis of a sample list, you will develop your own tasks for specific competences and conduct a mini AC/DC session – you will receive feedback from the trainer and participants.

Thanks to this experience, you will learn how to:

- Create various types of tasks used in AC/DC projects,
- Write precise instructions for tasks for the participant and the assessor,
- Communicate with session participants in a clear and consistent manner, answer their doubts and questions,
- Choose the perfect AC/DC task to verify individual competences,
- Develop a project schedule,
- After the training, you will receive a set of ready-made AC/DC tasks developed by the participants during the training.



Have any questions?  
Feel free to contact us.

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