



# Assessor Capability Development Professional (ADP)

Assessment centers are regularly conducted by large organizations with leading people practices to identify, develop, place and promote talent. Assessments are conducted by observing a participant's performance when placed in a simulated professional situation in an otherwise unfamiliar business environment. An assessor plays a pivotal role in undertaking assessment of organizational personnel and fostering these are conducted in a fair, objective, professional and unbiased manner.

The role of an assessor is often played by external consultants, HR personnel, line managers outside immediate team, managers, etc. An assessor's evaluation has significant implications on critical organizational decisions spanning across recruitment, placement, career pathing, high-potential (Hi-Po) identification, development planning, succession planning and promotions. This requires specialized know how in utilizing related tools and evaluation techniques, understanding of the business context and personality types and an unbiased approach.

## CERTIFICATION

1. Completion Certificate from Institute of Leadership & Management (ILM), UK
2. Certificate of Attendance from SMR HR Group

## DURATION

5 Days

## TIME

9.00 am - 5.00 pm

## FACILITATOR

Mr. A. Subra  
Mr. Samsudin Bin A. Rahman

## TYPE OF TRAINING

Full-Time

## FEE

RM6,500 per participant

## COURSE OBJECTIVES

- Explain the key principles of Assessment Centre's
- Identify different types of Assessment Centre Exercises and the competencies typically assessed
- Describe the components of a typical Competency and recognize appropriate positive and negative behavioral indicator
- Demonstrate their ability to complete the Behavioral Assessment Process effectively for a variety of Exercises
- Prepare and present their candidate data in accurate behavioral terms, supported by relevant examples for inclusion in a data integration discussion
- Write a candidate report outlining strengths and development needs against individual Competencies and Exercise Types
- Prepare for and run a face to face feedback session

## METHODOLOGY

- Interactive lecture
- Small Group discussion
- Experiential learning sharing activities
- Skill practices
- Conceptual presentations
- Case Studies
- Functional simulation activities and role plays
- Individual / Group Presentation

## COURSE CONTENT / OUTLINE

### MODULE 1: OVERVIEW ON ASSESSMENT CENTER

- What is an Assessment Center
- Historical Perspective on Assessment Center
- Common Uses of an Assessment Center
- Benefits and Limitations
- Basic Steps Followed in Assessment Centers
- Accuracy of Some Methods of Selection
- Code of Conduct of Assessor

### MODULE 2: COMPETENCY MAPPING

- What is Competency
- Competency Mapping and Framework
- Creating a Competency Map
- Analyze Functional Skills
- Behavioral Job Analysis

### MODULE 3: SELECTING AND EVALUATING EXERCISES

- Selection of Techniques for an Assessment Centers
- Overview of Exercises
- Types of Functional Simulation Exercises
- Types of Behavioral Exercises
- Interview Types in an Assessment Center
- Tests Used in Assessment Center
- Practice: Behavior Interview

### MODULE 4: ASSESSMENT MATRIX & EVALUATION

- Formats Used for Evaluating or Rating Candidates
- Using BARS (Behavioral Anchors Rating Scale)
- The Role of an Assessor
- Working Procedure of Assessment Center Process
- Working scheme
- Problem analysis (PA) In Tray (IT)
- Leaderless Group Discussion (LGD)

### MODULE 5: REPORTING & FEEDBACK

- Skills Required by an Assessor
- Assessor Meeting for Data Integration
- Documenting Assessment Result
- Individual & Group Report
- Giving Feedback to the Candidate
- Give feedback to training participants at the end of program

This programme is ILM UK, certified.



ILM, UK-Approved Study Centre:  
SMR HR Group Sdn Bhd (177552-M)  
University of Cyberjaya Campus  
Level 8, Tower Block  
Persiaran Bestari, Cyber 11  
63000 Cyberjaya Selangor

Telephone  
+60327709199

Email  
Ms Nurul Atiqah Salim  
(nurulatiqahsalim@smhrgroup.com)

Register now at:  
[www.smhrgroup.com](http://www.smhrgroup.com)

