Training Assessors

COURSE DURATION:

Five days

COURSE INTRODUCTION:

Training and development practices throughout the world are undergoing changes as organisations strive to spend their budgets in a more meaningful and effective way. At the same time, the emphasis on training is rightly starting to focus more and more on outputs achieved - the ***results*** of training - rather than just the inputs of ***attending*** training. In other words, can trainees perform better after having been trained?

Assessment of trainees is becoming increasingly important for economic reasons, but also for safety. Every organisation needs to have well-trained Assessors who can make professional, reasoned judgements about the competence of trainees and job-holders. This course equips candidate Assessors with the latest thinking and best-practice skills from world leading countries and organisations.

The course leader is internationally qualified as an Assessor and a Moderator of Assessors.

BENEFITS:

Candidates who attend this seminar will gain insight into, and competency in, the key skills required by Assessors. If required, candidates may continue beyond the course and gain international accreditation as professional Assessors.

WHO SHOULD ATTEND?

Training Officers, Training Managers, Supervisors, Managers, Coaches, Mentors, Product Experts and Technical Representatives

COURSE METHODOLOGY:

This course is interactive, allowing for active participation and sharing of experience during sessions. Lecturettes will focus on key aspects of the skills being taught. Case studies and personal assignments will facilitate experiential learning.

DAILY TOPICS TO BE COVERED:

Day 1

- international trends in training & development
- national qualification frameworks
- where assessment fits in
- outcomes-based training
- assessment vs. testing
- what do we assess against? - benchmarking
- comparisons of levels

Day 2

- a total quality management system for training and assessing
- introduction to competency profiling
- what is a competency?
- why are competencies emphasised in modern business practice?
- job descriptions vs. competency profiles
- key performance areas, outputs and standards of competency
- how to develop a competency profile
- analysing jobs, tasks and work processes
- skills practice in job analysis

Day 3

- identifying performance outputs
- describing standards of performance
- defining input requirements
- grouping skills – fundamental, core and specific
- skills practice at competency profiling
- using competency profiles as performance management tools
- using competency profiles to develop training plans
- using competency profiles to assist in selection decisions

Day 4

- practice at assessing
- roles and responsibilities in assessing
- the ideal qualities of an assessor
- benefits and pitfalls of assessment
- evidence for assessment decisions
- portfolios of evidence
- coaching assessment candidates in advance of their assessments

Day 5

- forms and checklists you will need as an assessor
- skills practice at assessing

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