

HUMAN RESOURCE MANAGEMENT

ASSESSMENT CENTER ASSESSOR CERTIFICATION

Durasi: 5 hari (40 jam) | Duration: 5 days (40 hours)

Menjawab Masalah Apa

Pemanfaatan metode Assessment Center untuk memetakan kompetensi pegawai maupun mencari kader pimpinan telah semakin meluas. Validitas dari metode Assessment Center memang relatif tinggi, namun hal ini juga ditentukan oleh keterampilan para assessor yang menjalankan metode ini.

Program sertifikasi Assessment Center Assessor yang diselenggarakan oleh PPM Manajemen dirancang dengan memperhatikan prinsip-prinsip pelatihan assessor yang termuat dalam The Guidelines and Ethical Considerations for Assessment Center Operation. Dipandu oleh instruktur yang memiliki sertifikat internasional sebagai Assessment Center Assessor Trainer, program ini akan membantu Anda dalam membangun keterampilan fundamental sebagai Assessment Center Assessor, mulai dari prinsip dasar penilaian kompetensi, pengenalan jenis-jenis perangkat dalam metode Assessment Center, keterampilan observasi, assessor meeting dan penulisan laporan.

Manfaat Apa yang Anda Peroleh

Setelah selesai mengikuti program ini, peserta diharapkan mampu:

- Memiliki keterampilan sebagai profesional assessor dalam metode assessment center
- Menjalankan fungsi assessor yang sesuai dengan Code of Conduct Assessment Center
- Menjelaskan konsep, praktik-praktik, manfaat dan isu-isu terkait Assessment Center
- Melakukan pengamatan terhadap perilaku-perilaku selama pelatihan Assessment Center
- Mengklasifikasikan perilaku hasil observasi kedalam kompetensi sesuai kriteria penilaian
- Melakukan penilaian atas perilaku hasil observasi sesuai dengan kriteria kompetensi yang dipersyaratkan
- Mengintegrasikan data-data tentang perilaku, membuat kesimpulan dari setiap kriteria yang ada
- Penulisan laporan
- Memberikan umpan balik penilaian

Problems to Be Addressed

Utilization of Assessment Center method to map employee competency or to select candidates of leaders in an organization is getting widely used. Validity of Assessment Center method is relatively high, however, the expertise of assessors play a greater role in producing validity of the Assessment Center method.

This certification program is designed based on principles of assessor training in The Guidelines and Ethical Considerations for Assessment Center Operation. The facilitators of this program hold an international certificate as Assessment Center Assessor Trainers. This program will coach the participants to develop fundamental expertise as Assessment Center Assessor, starting from basic principles of competency assessment in assessment center method, observation skills, assessor meeting and report writing.

Objectives

Having attended this program, participants are expected to be able to :

- Have skills as a professional assessor in assessment center method
- Apply her/his function as an assessor based on Code of Conduct of Assessment Center
- Explain concept, practices , benefits and issues of Assessment Center
- Observe individual behaviour during Assessment Center training
- Classify individual behaviour based on evaluation criteria
- Rate individual behavior according to competency requirement
- Integrate data
- Report writing and feedback giving to assessee
- Give feedback to training participants at the end of program

Apa Saja Yang Dibahas

- Kompetensi (Konsep Kompetensi)
- Konsep Assessment Center
- Latihan Leaderless Group Discussion (LGD), Problem Analysis (PA), In Tray (IT), Klasifikasi, Evaluasi dan Penulisan Laporan
- Assessor Meeting, Penulisan Laporan dan feed back
- Umpan balik kepada setiap peserta pada akhir program
- Standar-standar profesional

Siapa yang Perlu Ikut

Profesional yang mendalami bidang MSDM, Konsultan MSDM, Manajer dan Staf SDM yang berkeinginan untuk memiliki keterampilan sebagai Assesor

Catatan

Peserta diwajibkan membawa laptop & earphone/headset pada pelatihan ini, yang akan digunakan pada hari ke-3 & ke-4

Subjects Covered

- Competency concept
- Concept of Assessment Center
- Exercise on Leaderless Group Discussion (LGD), Problem Analysis (PA), In Tray (IT), Classification, Evaluation and Report Writing
- Assessor Meeting and Report Writing
- Feedback for each participants at the end of the program
- Professional standard

Who Should Attend

Professionals who are keen on studying Human Resource Management, HR Consultant, HR Manager and staff who wish to obtain Assessor skills.

Note

Participants are required to bring a *Notebook* & earphone/headset for this program, it will be used on the 3th & 4th day

IDR 10.000.000

