

TRIPOD TRAINING PROGRAMME FOR TEST USERS

For whom: Personnel specialists

When: 16-17th February 2012

What: The training programme will give an overview of the use of standardized psychological tests in personnel selection and assessment. The goals of psychological measurement, interpretation of the test scores and application of the results in practice will also be discussed.

A more thorough consideration will be given to the psychological tests and inventories offered by Tripod, providing necessary knowledge of their theoretical background, psychometric properties, practical skills for using the tests in the web-based testing system and interpreting the results.

Trainer: Liisa Raudsepp, Psychologist and Consultant

DAY 1: MAIN PRINCIPLES. ASSESSING PERSONALITY. PRACTICE.

10.45–11.00 Coffee

11.00–12.15 **Introduction.** Individual differences and job performance. Applying psychological tests in personnel assessment. The golden rules of psychological testing.

Main principles of testing: standardization and objectivity. Evaluating test quality: reliability and validity.

Standardization: the need for norms, principles of interpretation.

12.15–12.30 Break

12.30–14.00 **The ethics of testing:** best practices and international guidelines. Tripod's ethics guide for test users.

Personality: theoretical framework. Short historical overview. The Big Five: five-factor model of personality. Traits and their meanings, scales and subscales.

14.00–14.45 **Lunch break**

14.45–15.45 **Personality inventories by Tripod: NEO-TRI (NEC-L), NEC/V4 (NEC-S), MPI/L.** Test materials, instructions, reports, interpretation principles. Practical exercises.

15.45–15.55 Break

15.55–17.00 **Interpretation workshop.** Analyzing test profiles. Research results concerning job performance and personality. Workshop: creating job profiles. Matching competence models and the Big Five.

Discussion and conclusions.

DAY 2: WEB-BASED ASSESSMENT SYSTEM. MENTAL ABILITIES, ETC.

- 08.45–09.00 Coffee
- 9.00–10.00 **Using the web-based assessment system.** Introduction into the system. Managing test accounts, entering the results of paper-and-pencil tests. Different feedback forms, generating interpretive reports.
- 10.00–10.15 Break
- 10.15–11.45 **Assessing mental abilities:** historical background, different measures, opportunities and limitations.
General Mental Ability Scale VVS/3 by Tripod. Visual speed and precision test **VKT**. Practical results from applied research: mental abilities predicting job performance.
- 11.45–12.30 **Lunch break**
- 12.30–13.50 **Practical exercises:** analysing VVS/3 reports.
Case studies: personality + abilities. Whom would you hire?
- 13.50–14.00 Break
- 14.00–15.30 English skill tests: ENG-WRITE, ENG-READ, ENG-LISTEN.
Other tests: Motivation Questionnaire SEV, STRESS, GOAL, TEAM. Description, applying in practice, interpreting results.
Feedback: giving feedback, making overviews.
Conclusions and feedback.

ADDITIONAL INFORMATION:

The training methods are interactive, using lots of active discussion and practical exercises. The participants will be able to fill in some tests prior to the training and receive the results at their e-mail address. A part of the theoretical material will be sent to participants a week before the training.

All participants will receive a thorough material package including the ethics guide to facilitate fair testing.

After passing the course, every participant will receive a personal test user licence. The licence holder has the right to administer tests provided by Tripod, interpret their results and give feedback to test takers. The licence can be extended after its expiry; the licence holder is not required to repeat the training. The licence fee does not include the test fees.

CONTACTS:

In case of questions please contact us at tel. +372 618 1570 or tripod@tripod.ee.