

TRIPOD TEST TRAINING PROGRAMME

The training programme for recruiters and HR specialists will give an overview of the use of standardized psychological tests in personnel selection and assessment. We discuss the interpretation of the test scores and application of the results in practice.

*A more thorough consideration will be given to the **psychological tests and inventories offered by Tripod**, providing necessary knowledge about 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, Estonia

DAY 1: PSYCHOLOGICAL TESTING AND ASSESSING PERSONALITY

09.45–10.00 Coffee

10.00–11.15 **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.

11.15–11.30 Break

11.30–13.00 **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.

13.00–14.00 **Lunch break**

14.00–15.30 **Personality inventory NEO-TRI/2.** Test materials, instructions, reports, interpretation principles. Practical exercises.

15.30–15.45 Break

15.45–17.00 **Interpretation workshop.** Analyzing test profiles. Research results concerning job performance and personality. **Discussion and conclusions.**

DAY 2: MENTAL ABILITIES AND MANAGERS' TESTS

- 08.45–09.00 Coffee
- 9.00–10.30 **Job analysis and Big Five.** Workshop: creating job profiles. Matching competence models and the Big Five.
- 10.30–10.45 Break
- 10.45–12.15 **Using the web-based Tripod testing system.**
Assessing mental abilities: historical background, different measures, opportunities and limitations.
- 12.15–13.15 **Lunch break**
- 13.15–14.45 **General Mental Ability Scale VVS/3** by Tripod. Predicting job performance.
Practical exercises: analysing VVS/3 reports. Choosing the best candidate according to the personality and mental ability.
- 14.45–15.00 Break
- 15.00–16.00 **Feedback:** giving feedback, discussing difficult results, getting extra information from the candidate. Conclusions about the day.

DAY 3: MANAGERS' TESTS AND SPECIAL TESTS

- 08.45–09.00 Coffee
- 09.00–10.30 **Special tests:** visual speed and precision test **VKT** and spatial ability test **RVS**.
- 10.30–10.45 Break
- 10.45–12.15 **Assessing managers' personality and mental abilities.**
Tripod Managers' Tests MPI and MMAS. Interpretation practice.
- 12.15–13.15 Lunch break
- 13.15–14.45 **Case studies:** personality + abilities.
How to use the tests for personal development of managers.
- 14.45–15.00 Break
- 15.00–16.00 **English skill tests:** ENG-WRITE, ENG-READ, ENG-LISTEN. Description and interpretation.
Home task instructions.
Conclusions and feedback.

ADDITIONAL INFORMATION:

The training takes place in a **small and cosy group** (usually 5-8 people). **Practical exercises** will help to apply new knowledge and skills to your organization. Feedback skills will be trained via **role plays**.

The participants will be able **to fill in some tests prior to the training** and receive the results at their e-mail address. A **pre-reading text** 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.