

TRIPOD TEST LICENCING PROGRAMME FOR HR SPECIALISTS

When: 7-9 March 2018

Venue: Baznicas 20/22-30, Riga

Language: English

Goal: The licencing programme gives theoretical background and practical skills for using Tripod's psychological tests for personnel selection, assessment, succession planning and managers' development.

Trainer: Liisa Raudsepp – Psychologist and Senior Consultant, Tripod 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 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.