

# Tripod Test Licencing Programme for HR Specialists

24-26 September 2019

- Venue:** Baznicas 20/22-30, Riga (CV-Online Latvia)
- 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
- Language:** English



## *Day 1: Psychological Testing and Assessing Personality*

11.15–12.30 **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 and principles of interpretation.

12.30–13.30 Lunch

13.30–15.00 **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.

15.00–15.15 **Energy break**

15.15–17.00 **Personality inventory NEO-TRI/2.** Test materials, instructions, reports, interpretation principles. Practical exercises.

**Interpretation workshop.** Analysing test profiles. Research results concerning job performance and personality.

**Discussion and conclusions.**

Apply for the training: [liisa@tripod.ee](mailto:liisa@tripod.ee)

### *Day 2: Mental Abilities and Giving Feedback*

- 9.00–10.30 **Job analysis and Big Five.** Workshop: creating job profiles. Matching competence models and the Big Five.
- 10.30–10.45 Energy 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**
- 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 Energy 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*

- 09.00–10.30 Visual Speed and Precision Test **VKT** and Spatial Ability Test **RVS**.
- 10.30–10.45 Energy break
- 10.45–12.15 **Assessing managers' personality and mental abilities. Tripod Managers' Tests MPI and MMAS. Interpretation of combinations.**
- 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. Conclusions and feedback.**

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**.

After passing the course, the 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**.

**Training fee:** 400 euros. Includes trial tests.

**Licence fee:** 120 euros per 2 years.

**Test fees:** 20-60 euros per test (ask for more information: [tripod@tripod.ee](mailto:tripod@tripod.ee))