



Level 2: Occupational Test User: Personality only (formerly 'Level B')

2.5 Day Course (+ 2 hrs Prereading + 4 hrs Post Course work)

Purpose

For delegates who have already attained Occupational Testing Level A and who will benefit from understanding and using personality questionnaires to assist with their work in recruitment, selection, staff development, training, coaching and counselling.

Description

This is a professionally recognised course, which follows the British Psychological Society guidelines for the Level B Intermediate (Plus) Certificate of Competence in Occupational Testing. Delegates receive comprehensive training in the theory and application of personality instruments. The course will focus primarily on the 'identity' personality questionnaire (www.identityquestionnaire.com) and also introduce delegates to most leading instruments e.g. OPQ, JTI, 16PF, Belbin and MBTI*.

Delegates are trained in personality theory, the latest research findings in personality assessment, and technical appreciation of personality questionnaires.

Key Learning Objectives

Delegates will be able to:

- Increase their awareness and understanding of individual differences between people.
- Integrate the use of personality assessments into selection and development activities.
- Decide which questionnaires are appropriate for particular situations.
- Administer, score and interpret personality data.
- Provide professional selection feedback to both candidates and recruiting customers.
- Coach individuals to develop their approach using personality information.
- Use personality questionnaire information to support structured interviewing.
- Critically assess the value of different tools for specific purposes.
- Identify and reject inflated claims of validity – so-called 'Barnum' or 'horoscope' effects.
- Relate personality factors to organisations core competences.
- Design and write selection reports for recruiting clients / managers.
- Design and write development reports to aid self-awareness of clients / managers.
- Maintain appropriate records and data for audit, research and feedback purposes.
- Demonstrate professional Best Practice and compliance to employment legislation.

Professional Qualification

Delegates can apply for The British Psychological Society Level 2 User qualification in the use of Personality tests.

Open Course Cost **£1,500 + VAT per delegate**

Course cost includes start-up personality assessment materials and a free Online assessment account and credits. (RRP £ 450 +) NO set-up costs, NO license fees.

* Note that some test publishers may require additional registration or training to access their branded instruments.



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