

Under the Auspices of  
Bombay Chamber of Commerce & Industry

# Competency Assessor Certification for Assessment & Development Centers



Register for our **Exclusive CAC Program**  
to be a certified competency assessor



## Workshop Dates

9<sup>th</sup> - 10<sup>th</sup> MAY 2024



## Workshop Location

Virtual (Zoom) /  
In-person (Mumbai)

Assessment & Development Centers (AC/DC) are integral for both companies and individuals. Most of the Fortune 500 companies use AC/DC for identifying high potential talent within their organisation. For organizations, these centres serve as robust tools for identifying and evaluating talent, facilitating succession planning, and enhancing overall workforce skills.

Great assessors are the pillars of successful Assessment & Development centres.

After undergoing this program you can be an internal assessor for your organisation or start your journey as an external assessor.

The Competency Assessor certification for Assessment & Development Centers (CAC) is an exclusive certification program for professionals who want to learn & sharpen their skills in behavioural assessments.

This program is meticulously designed to help create high-quality assessors through practical skill-building guided by our expert-led training team.

Join us to become a skilled assessor who can navigate the complexities of competency evaluation with confidence and precision.

## WHO CAN ATTEND THIS WORKSHOP?

### The CAC certification is open for:

-  **HR Professionals** involved in Recruitment and Selection, Learning and Development, Career Development.
-  **Consultants** with a focus on human capital, talent strategy, and organizational effectiveness.
-  **Psychologists** who are keen on having an understanding of human behaviour in the workplace.
-  **Training and Development Professionals** involved in designing and delivering training programs for employee development initiatives.

## WHAT WILL YOU LEARN?

### Assessment Competence:

Develop a deep understanding of assessment methodologies, tools, and techniques used in development centres

### Ethical Standards:

Understand and adhere to ethical guidelines and standards while assessing individuals' performance and potential

### Unconscious Bias Mitigation:

Identify and mitigate unconscious biases that may influence assessment decisions, to ensure fairness and objectivity



### Evaluation Skills:

Learn how to objectively assess various competencies, behaviours, and potential of individuals undergoing developmental evaluations

### Feedback Proficiency:

Acquire skills to provide constructive and meaningful feedback to candidates, aiding in their personal and professional growth

### Practical Tool-kit:

Elevate your assessment skills with our exclusive Assessor Toolkit, providing essential resources and tools for effective evaluation

## Get complete competency assessor toolkit which includes:

- 5 Benchmarked behavioral & leadership competency maps
- 10 Ready to use role plays
- 5 Ready to use case studies
- 3 Ready to use Competency based interview formats
- 2 Ready to use in-basket exercises mapped to competencies
- 2 Ready to use situation judgement tests
- 2 Observation formats
- 5 Competency report formats
- 4 IDP formats

## HOW WILL YOU BUILD RIGOUR IN YOUR ASSESSMENT SKILLS?



**Hands-on Practice:** Engage in practical, real-world scenarios through simulated development centres to apply assessment methodologies and tools.



**Expert-Led Training:** Learn from seasoned professionals in the field, gaining insights from their experiences and expertise in assessment and development.



**Assessment Tool Proficiency:** Gain proficiency in utilising various assessment tools such as role-plays, simulations, and competency-based interviews.



**Feedback and Coaching Workshops:** Workshops focused on delivering constructive feedback and coaching strategies to aid participants' growth.



**Report Writing Skills:** Develop comprehensive report-writing skills to document assessment outcomes accurately and professionally.



**Interactive Learning Formats:** Experience a variety of learning formats including lectures, case studies, group discussions, role-plays, and peer-to-peer assessments.



**Certification:** Get a certificate which validates your comprehension and application of assessment techniques.



**Networking Opportunities:** Connect with peers and professionals in the field, fostering a network for ongoing learning and collaboration.



**Continued Support:** Access to resources, updates, and communities post-certification to stay current with evolving assessment methodologies and best practices.



**Access professional assessment opportunities:** Connect with roles allowing you to apply your skills, gain valuable experience, and earn compensation while contributing to individuals' development and expanding your expertise.

The CAC program has been designed to equip you with the four top skills for assessors: observation, assessment, inference, and feedback.

### As a skilled assessor, this program will enable you to become:



- An internal assessor:** Help your company identify the right talent.
- An external assessor:** Chart a professional journey as an external assessor and help other organisations identify talent.

Take up freelance assignments or get empaneled with big consulting firms.

## PROGRAM DETAILS

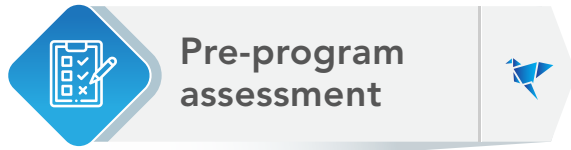
### Blended-learning Approach

We embrace a blended learning approach, seamlessly integrating online modules with interactive workshops to cater to diverse learning styles.

Experience the best of both worlds as you engage in self-paced online learning complemented by hands-on, instructor-led sessions, ensuring a comprehensive and effective learning experience.

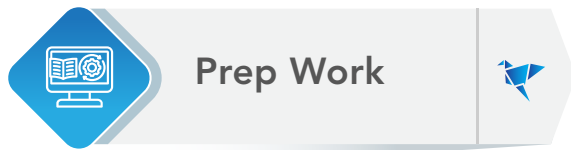


## PROGRAM CONTOURS



### Pre-program assessment

The pre-program assessment helps to establish a baseline of participants' knowledge and customise various aspects of the program to create maximum value for our participants.



### Prep Work

Enhance your conceptual understanding with our curated study resources shared with you every week. Each week you will receive through our LMS:

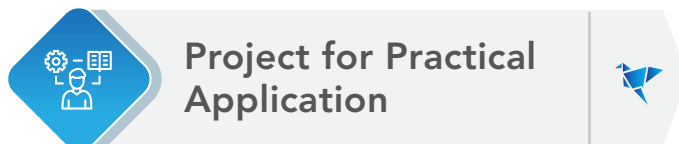
- Reading Resources
- One Video lesson
- One Assignment (Total 7 Assignments in the program)



### Workshop

Immerse yourself in a dynamic 2-day workshop filled with practical insights, available both in Virtual or In-person mode.

- Expert assessor guidance with 25+ yrs experience
- Gain hands-on experience in a supportive learning environment.



### Project for Practical Application

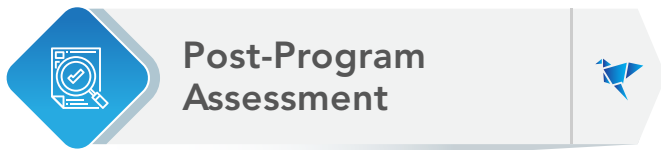
Complete one end-to-end assessment project where you can practically apply all the concepts and techniques learnt during the program. The project can be included in your portfolio to showcase your assessment skills to future employers.

## PROGRAM CONTOURS



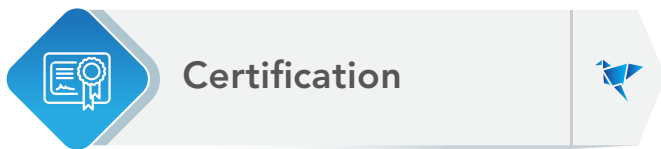
### Project Presentation & Review

Present your project report in a virtual session. Our expert assessor will review and guide you with special insights to help you hone your skills further.



### Post-Program Assessment

The Post-program assessment helps us to measure the impact of your learning from the program.



### Certification

Upon successful and timely completion of the project and review, you receive our prestigious **"Competency Assessor for Assessment & Development Centers (CAC)"** certification.

The certificate carries a lifetime validity and is verifiable through a unique code.

## PROGRAM DETAILS

The program costs **Rs.70,800/** - (including 18% tax)



➤ Access to LMS with all learning modules for **6 months** after the program completion.

➤ Get complimentary design support for 1<sup>st</sup> DC within **6 months**



## OUR TEAM OF EXPERTS



### KARTIKEYAN V

Chief Consultant - Vistas Consulting  
Co-Architect of the Transformative  
Alignment Map (TAM)



With 30 years of high-impact Human Resources and Organization Development experience in companies of calibre like Texas Instruments, Motorola, Unilever and the TVS group (India), he has now set up a consulting entity called Vistas Consulting. Vistas is a value-adding enabler of human capital solutions, a leadership development centre, and an OD expertise centre.

- Professional Certified Coach (PCC)
- International Coaching Federation (ICF)



### SMITA DINESH

Co-founder & Director  
Corporate Training & Leadership Development  
Talent Performance Improvement  
Culture Transformation Solutions



Smita Dinesh is a highly experienced and skilled professional with over 23 years of experience in the field of HR consultancy. She is the Co-founder and Director of Able Ventures, a firm that specializes in leadership development, talent development, training and assessments, and capability building. She has designed competency frameworks for over 100 companies and is an expert in competency framework design, assessment & development.

- Certified Work - Level Assessor
- Certified Human Behaviour Assessor
- Certified Professional Behaviour Analyst
- Certified in HOGAN, Chally and TAM



## OUR TEAM OF EXPERTS



### DEEPA BHAT

Founder - Helium Consulting

Deepa has 30 years of experience in HR consulting and leadership development. She is also an executive assessor and coach. As an executive assessor, her experience spans across industries, geographies and leadership levels.

- Senior Practitioner (EMCC)
- Associate Certified Coach (ICF)
- Marshal Goldsmith Stakeholder Certified Coach
- LSIP(Large Scale Interactive Process)



### SUJATHA KEWIN

Facilitator, Assessor, Coach

Sujatha Kewin is an Independent HR and Training Consultant with over 23 years of experience in the HR space and has worked extensively in the areas of Capability Assessment and Building, Leadership Development and Coaching.

- Certified facilitator
- Certified Assessor & Role Player
- TA 101 certified by the International Transactional Analysis Association

## OUR TEAM OF EXPERTS



**KAUSHAL MISRA**

Founder and Director - PsySKAN



Kaushal is an Organizational Psychologist with 35 years of multidisciplinary experience in People Development, Coaching, Finance and Statistical Analysis. As an associate of several international consulting firms, he has conducted over 1000 development centres across sectors and leadership hierarchies. He is the founder and Director of a consulting firm PsySKAN which specializes in Behavioural Assessments Training and Coaching.

- Certified in Psychometric Assessments - Hogan, DISC, TAM
- Certified Human Behavior Assessor



**BHAVANI RAVI**

Consultant, Assessor, Coach

Bhavani has 28 years of experience in the areas of Human Resources and Organisational Development. She is a freelance consultant currently working in the area of Organization Development, Capability building, Leadership Assessment, Coaching, Facilitation, People Strategy and Culture.

- Qualified Psychometrician of tools like DISC, Thomas Profiling, 16PF, MBTI, Firo-B, EUM, TAM and Chally Assessments.
- Certified Business Coach