



TVRLS

## T. V. RAO LEARNING SYSTEMS PVT. LTD.

Announces its Advanced Learning Program in  
Designing and Implementing  
“Assessment and Development Centers”

The power to Identify and develop talent-Now in your hands

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22<sup>nd</sup> **SUCCESSFUL YEAR IN CONSULTING**

Celebrating over two decades of learning & contributions

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### BATCH 19:

**June 2017-Sept 2017**

Contact Workshop

18<sup>th</sup>-21<sup>st</sup> July

Bangalore

(Non-residential)

### BATCH 20:

**Oct 2017-Jan 2017**

Contact Workshop

14<sup>th</sup>-17<sup>th</sup> November

Bangalore

(Non-residential)

## ASSESSMENT DEVELOPMENT CENTERS (ADCs)-IN THE CENTER STAGE TODAY

The key Human Resource challenge of modern times is to get the right people, retain them, develop their leadership capabilities, and utilize their potential for the future through Internal promotions and development of leadership. In this backdrop, it is surprising to note that utilizing and developing in-house potential has been grossly under focused by Indian organizations. It is much more advantageous for organizations to identify talent from within and build them for the future, especially keeping cost, existing familiarity of internal employees, quality and other considerations in the forefront.

The first step in tackling all these challenges is an 'assessment' of an individual's competencies followed by effective utilization or development of desired competencies. ADCs provide useful technologies for identifying and developing talent from within or from outside. Such talent identification can be very advantageous if there are in-house capabilities available for spotting talent and developing the same.

## BACKGROUND TO ADCS

Assessment and Development Centers (ADCs) are set up by the organization for the continuous assessment and development of the key competencies required for employees in critical roles. ADCs use multiple assessment methods like tests, interviews, role plays etc. and multiple assessors in an effort to elicit patterns of behaviour previously identified as successful in given management positions.

## PROGRAM OBJECTIVES

This **Advanced Learning Program** aims to prepare interested managers for designing and implementing Assessment and Development Centers by focusing on the following:

- ▶ Competency Vetting/Mapping Skills: Given a set of roles/positions the participant will be able to vet/map the competencies for the roles
- ▶ Competency Assessment Skills: Observation, recording, classification and evaluation using the following tools/methods:
  1. Competency based Interviewing-Biographic Behavior Incident Interview (BBII) <sup>TM</sup>
  2. Role plays
  3. Leaderless Group Discussions
  4. In-box exercises
  5. Business Presentations and business games
- ▶ Skills to identify, develop and select appropriate tools from the above mentioned methods
- ▶ ADC Design and Management Skills: How to design and conduct low cost ADCs

## WHO SHOULD ATTEND?

Any Line Manager or HR Manager who

- Has a PG Qualification
- Has adequate introductory knowledge of Competency Mapping and Assessment Development centers.

**This course has been specially designed for participants, who are from a non-consulting background and hence do not have access to this knowledge.**

## PROGRAM STRUCTURE-4 modules (1 module in each month)

### MODULE 1: Introduction to Competency Mapping and ADCs

- Competencies and competency models
- Background, origin and concepts of ADCs
- Power of ADCs: Reliability and validity

### MODULE 2: Designing an Assessment Development Center

- Objectives of ADCs and identification of critical competencies
- Instruments used in ADCs (Role plays, In-baskets etc.) and evaluation parameters.
- Planning and Managing the ADC

### MODULE 3: Design/Selection of tools for ADCs and Role of Assessors

- Designing tools for assessment
- Selection of Psychometric tools
- Role of an assessor in ADCs (criteria for selection and desired skills)

### MODULE 4: Post ADC Feedback and integrating ADCs with other systems

- Objectives, conditions for effective feedback
- Developmental action plans post implementing ADCs
- Experiences of Indian Organizations with ADCs and emerging Trends
- Institutionalizing the ADC process

## 4 KEY TAKEAWAYS

After having gone through this Advanced Learning Program, participants will be able to:

1. Design and Manage an Assessment Development Center
2. Select/Design ADC tools (except psychometric tools)
3. Administer the tools and process the data (with the help of other assessors)
4. Contribute as an Assessor in all future Assessment & Development Centers

And most importantly, develop a positive appreciation for ADCs and enhanced confidence in introducing/fine-tuning the ADC process in their own organization.

## ASSESSMENT & CERTIFICATION

Certificate of professional competence in “Designing and Implementing Assessment Development Centers” will be awarded by TVLRS to the participants, on fulfillment of the following criteria:

- ▶ Attending the 4-day contact workshop
- ▶ Submission of assignments and quizzes
- ▶ Submission of Project work
- ▶ Marks of 60% or above in the written examination conducted on day 4 of the contact workshop. The examination structure would be largely objective.

## INVESTMENTS

- ▶ Rs 58,000 per participant (Non residential) + GST @ 18% for attending the entire program. Total fees is Rs.68,440/- This includes:
  - All course material (Books for reference on ADCs, manuals, reading material designed for the program, handbook of Development Plans, exercises, articles etc.)
  - On line or tele-guidance for competency building in designing and using assessment tools
  - 4-day contact workshop (Non residential) at Bangalore to develop assessor skills as well as skills for designing various tools mentioned earlier.
  - Assessment and certification
- ▶ Those who have gone through the certificate program in Competency Mapping can move directly to Module 2. The total investment in this case would be Rs. 52,000/- per participant + GST @ 18%. Total fees is Rs.61,360/-
- ▶ The fees will be accepted through Demand Draft/Par cheque only in favor of T.V. Rao Learning Systems Pvt. Ltd. payable at Bangalore
- ▶ The course fee for International participants : \$2500

## NOMINATIONS MAY BE SENT TO:

T.V Rao Learning Systems Pvt.Ltd  
No. 1739, 9th Cross Road,  
Opposite Nilgiris Supermarket  
J.P. Nagar II Phase  
Bangalore 560 078  
Phone: 080-65975191, 26494919  
E-mail: tvrlsblr@gmail.com

## LEARNING METHODS

- Sessions conducted over WebEx
- Reading Material and cases
- Assignments, exercises and project work on tool design
- Watching and Learning through videos
- Experience Sharing by faculty during the 4-Day contact workshop
- Guest sessions and industry experiences on ADC

LAST DATE FOR SENDING IN NOMINATIONS WILL BE 15 DAYS PRIOR TO THE COMMENCEMENT OF THE PROGRAM

## ABOUT TVRLS

Set up in 1996 by Prof. T.V.Rao in Ahmedabad, TVRLS is an expression of over four decades of experience, study, review, reflection and action combined with a desire to discover more about the behaviour of people in different settings and developing ways of making them give their best. Over the last two decades, TVRLS has been contributing extensively in the areas of Leadership development through 360 Degree Feedback, Assessment Development Centers, Competency Mapping, HRD audits, Performance management system (PMS), Psychological Instrumentation and testing, OD and Change initiatives, Climate surveys & designing and implementing HR systems etc.