

HUMAN RESOURCES | COURSE BROCHURE

Assessment Centres Design and Running

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Assessment centres use multiple exercises and assessors to make fairer, more accurate selection and development decisions. This course shows how to design and run assessment centres: competency mapping, exercise design, assessor training, scoring and integration, candidate experience and validation.

Poorly designed assessments lead to costly hiring mistakes. You will learn to run assessment centres that predict performance fairly.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Exercise design workshops, assessor practice with observation and scoring, wash-up simulations and case studies.

Course objectives

By the end of this course, participants will be able to:
• Explain the principles of assessment centres
• Map competencies to exercises
• Design realistic exercises
• Train and calibrate assessors
• Run integration and decision sessions
• Evaluate validity and fairness

Target audience

This course is suitable for:
• HR and recruitment professionals
• Talent and assessment specialists
• Line managers acting as assessors
• Organisational psychologists
• Learning and development staff



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Target competencies

Participants will develop competencies in:

- Assessment design
- Observation and scoring
- Assessor calibration
- Fair decisions
- Validation

Course outline

Day 1: Assessment Centre Principles

09:00–10:08	Purpose and uses
10:08–11:00	Multi-method assessment
11:00–11:30	**Coffee break**
11:30–11:45	Multi-method assessment (continued)
11:45–12:53	Fairness
12:53–14:00	Exercise

Day 2: Design

09:00–10:08	Competency matrix
10:08–11:00	Exercise types
11:00–11:30	**Coffee break**
11:30–11:45	Exercise types (continued)
11:45–12:53	Timetables
12:53–14:00	Workshop

Day 3: Assessors

09:00–10:08	Observe, record, classify, evaluate
10:08–11:00	Assessor training
11:00–11:30	**Coffee break**



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11:30–11:45	Assessor training (continued)
11:45–12:53	Calibration
12:53–14:00	Practice

Day 4: Running the Centre

09:00–10:08	Candidate experience
10:08–11:00	Integration sessions
11:00–11:30	**Coffee break**
11:30–11:45	Integration sessions (continued)
11:45–12:53	Feedback
12:53–14:00	Simulation

Day 5: Evaluation

09:00–10:08	Validity
10:08–11:00	Adverse impact
11:00–11:30	**Coffee break**
11:30–11:45	Adverse impact (continued)
11:45–12:53	Continuous improvement
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Barcelona Confirmed dates	9 Nov 2026	13 Nov 2026	**€2,840.–**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**€1,250.–**
Vienna Confirmed dates	30 Nov 2026	4 Dec 2026	**€2,940.–**
Online Confirmed dates	30 Nov 2026	4 Dec 2026	**€1,250.–**
Cape Town Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,890.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,250.–**
Paris Confirmed dates	18 Jan 2027	22 Jan 2027	**€2,860.–**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**€1,250.–**
Frankfurt Confirmed dates	8 Feb 2027	12 Feb 2027	**€2,650.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**€1,250.–**
Dubai Confirmed dates	1 Mar 2027	5 Mar 2027	**€3,150.–**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**€1,250.–**
Rome Confirmed dates	22 Mar 2027	26 Mar 2027	**€2,450.–**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**€1,250.–**
Dubai Confirmed dates	5 Apr 2027	9 Apr 2027	**€3,150.–**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**€1,250.–**
Barcelona Confirmed dates	26 Apr 2027	30 Apr 2027	**€2,840.–**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
London Confirmed dates	17 May 2027	21 May 2027	**€2,450.-**
Online Confirmed dates	17 May 2027	21 May 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	7 Jun 2027	11 Jun 2027	**€1,450.-**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**€1,250.-**
Cape Town Confirmed dates	28 Jun 2027	2 Jul 2027	**€1,890.-**
Online Confirmed dates	28 Jun 2027	2 Jul 2027	**€1,250.-**
Dubai Confirmed dates	12 Jul 2027	16 Jul 2027	**€3,150.-**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**€1,250.-**
London Confirmed dates	2 Aug 2027	6 Aug 2027	**€2,450.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**€1,250.-**
Vienna Confirmed dates	23 Aug 2027	27 Aug 2027	**€2,940.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**€1,250.-**
Amsterdam Confirmed dates	13 Sept 2027	17 Sept 2027	**€2,540.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**€1,250.-**
Istanbul Confirmed dates	4 Oct 2027	8 Oct 2027	**€2,650.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**€1,250.-**
Rome Confirmed dates	18 Oct 2027	22 Oct 2027	**€2,450.-**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Cape Town Confirmed dates	8 Nov 2027	12 Nov 2027	**€1,890.-**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**€1,250.-**
Rome Confirmed dates	29 Nov 2027	3 Dec 2027	**€2,450.-**
Online Confirmed dates	29 Nov 2027	3 Dec 2027	**€1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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