

Internal Assessor Training (RADAR)

Qualify an internal assessment team that scores consistently and writes reports leadership can act on.

Level	Professional
Duration	4 days · 24 training hours
Fee	1,499 AED
Group size	6 - 16 participants
Delivery	In-house · Public run
Runs each year	8 March and 11 October

All training programmes are accredited by the Sharjah Private Education Authority.

Programme objectives

- Award RADAR scores consistently and defensibly
- Facilitate a consensus session between differing assessors
- Run assessment interviews that surface evidence, not impressions
- Write a report with actionable strengths and improvement areas

Who it is for

Internal assessment team members, excellence managers, and candidates joining award assessor pools.

Prerequisites: Completion of the excellence model foundations course, or equivalent hands-on assessment experience.

Programme outline

Day 1 — Methodology refresher

- A rapid criteria refresher
- RADAR elements in depth
- Maturity levels
- Individual scoring exercise

Day 2 — Scoring and consensus

- Where assessor variance comes from
- Running a consensus session and its ground rules
- Exercise: reaching one agreed score as a team
- Documenting the rationale behind a score

Day 3 — The site visit

- Planning the visit and allocating roles
- Interview skills and evidence-seeking questions
- Handling vague or unsupported answers
- A full simulated interview

Day 4 — Report and feedback

- The structure of an assessment report
- Phrasing strengths and improvement areas
- Delivering feedback to senior management
- Closing exercise: a full report for one criterion

Competencies developed

- Structured assessment
- Interviewing skills
- Consensus building
- Analytical report writing

What participants take away

- The internal assessor handbook
- Scoring and consensus session templates
- A bank of assessment interview questions
- A company-issued internal assessor completion certificate

How it is assessed

A full assessment simulation: file reading, individual scoring, a consensus session, then a simulated interview and final report.

About the company

Innovation Excellence Consulting & Training is a Sharjah-based firm working with government and private organisations across the UAE and the region. We deliver management consulting, excellence award readiness, customer experience, corporate innovation, ISO certification and research — alongside accredited, applied training programmes.

Programmes accredited by the Sharjah Private Education Authority · 3,500+ professionals trained · 40 government and private entities

Why train with us

- No less than 40% of every programme is exercises and case work, not lecturing.
- Programmes designed on the ADDIE model, with cases drawn from the participants' own workplace.
- Trainers with genuine field experience in the work they are teaching.
- Delivered in Arabic and English to the same standard — in-house, public or virtual.

Register for this programme



To register, or to run this programme at your premises, get in touch — or register directly from the programme page on our site.

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Fees are per participant in UAE dirhams and exclude VAT. Confirm the year of each run on our website.