Competencies - Design, Development and Implementation Course

Venue Information

Venue: London UK

Place:

Start Date: 2025-07-14

End Date: 2025-07-18

Course Details

Net Fee: £4750.00

Duration: 1 Week

Category ID: HRMC

Course Code: HRMC-24

Syllabus

Course Syllabus

Introduction

Managers, superintendents, supervisors and officers in the functions of Human Resources and/or training and development.The program is also very useful for line managers whose organization is currently, or about to start, using competencies as a framework for recruiting, selecting and training employees.

Objectives

- Define competencies, their history and the important role they play in Human Resources and the organization.
- Analyze the main components of a competency and the differences between each.

- Utilize competencies and behavioral indicators in performance appraisal systems.

Content

Day One

Human Resources Management (HRM)

- Definitions and Objectives of HRM
- The Main Functions in HR
- Examples of HR Organization Charts
- Recruitment and Selection Cycle
- Training and Development Cycle
- Performance Management Cycle
- Compensation and Benefits Cycle

Day Two

Competencies: History and Definitions

- History, Origins and Definitions
- Components: Differences between Knowledge, Skills and Competencies
- The Iceberg Model
- Competence versus Competency

Day Three

Competency Frameworks and Models

- Types of Competencies
- Standard Levels of Competence
- The Use of Behavioral Indicators
  - Behavioral versus Performance Indicators
  - Level Customization
- Competency Job Profiles versus Job Descriptions
- Competency Job Profiles and Personal Profiles
- Competency Gap Analysis

Day Four

Competency Analysis

- Extracting Competencies from Strategic Plans
- Introduction to HR Strategies, Vision and Mission Statements
- Critical Success Factors
  - Key Result Areas

Competency-Based Selection

- Defining Job Requirements
- Designing and Conducting Competency-Based Interviews
- Competency-Based Selection

Competencies in Training and Development

- Classical Training Needs Analysis (TNA)
- Competency-Based TNAs
- Competencies in Succession Planning
- Advantages and Disadvantages
- Translating Personal Competence to an Appraisal Rating: The Main Formula