Competency – Based Management Training

Description

Introduction

This course will show you how to use competencies to deliver real, qualified improvements in terms of productivity gains by using the technique in a practical sense. Competencies are used to define desirable behaviour and then introduce improvements in selection, assessment, talent management and retention, performance management and employee development.

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This course will walk you through the integrated process of implementing competency-based HR in your organization by applying the competency framework to basic HR functions, ensuring that the right people are in the right jobs and are developed and motivated in the right way. Competencies can also be key elements in succession planning and the management of values.

This course will feature:

- Ideas how to build HR practices that support organisation strategy
- Improvements to processes for selection and assessment
- Practical ways to optimise the contribution of everyone in the organisation
- Processes for talent management and succession planning
- Techniques for motivating and empowering employees

objectives

By the end of this course, participants will be able to:

- Manage the distinction between competencies, skills and tasks
- Use competencies in public and private organisations
- Differentiate between Leadership, Technical and Behavioural competencies
- Link competencies to organisational objectives and values
- Use competencies for a range of HR processes

Contents

Day One

The Links between HR and Competencies

- What support should managers, team leaders and supervisors get from HR?
- Values, Strategy and HR
- Different methods of developing a competency
- An HR Management Framework Based on Competencies
- Technical, Behavioural and Leadership Competencies

Day Two

Competencies and Recruitment

- Competency design – definitions, negative indicators, positive indicators
- Recruitment and Selection
- Adapting a competency framework for use in recruitment
- The use of assessment centres in recruitment
- Induction, orientation and personal development

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Day Three

Performance Management

- Using competencies in performance management
- The stages of performance management: agreeing objectives, giving feedback, coaching, appraisal
- Termly reviews of performance
- Links to pay scheme
- Introducing a performance management process

Day Four

Talent Management

- Talent Strategy and Planning
- Developing and Deploying Talent
- Retaining Talent
- Acquiring Talent
- Succession Planning

Day Five

Shaping Behaviour and Managing Culture

- Motivation
- Extrinsic and Intrinsic Reward

- Empowerment and Accountability
- Self Assessment
- 360° degree feedback

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