1. Course Details:

Course Code : HRTM-005
Course Title : Evaluating & Developing Employees Competencies
Course Duration : 5 Days

2. Course Overview:

- It has become increasing important to be able to objectively assess the competency of personnel with an organization, whether for reviews, interviews, recruitment assessment, promotion, performance management, or to assess their technical capability, as well as using these to define talent and high potential. This highly interactive training Competencies course will provide participants with the desired knowledge, understanding and practical skills to design, develop, utilize and assess Competencies and Competency Frameworks in their organization.

3. Learning Outcomes:

- Apply techniques to develop, design and implement a business competency framework system for the organization (technical&behavioral)
- Understand and define competency and competencies
- Objectively assess employees to identify the gap between actual competency and the required competency and to bring the employees awareness to the required level
- Utilize the framework for recruitment, assessment identification and development purposes
- Create and write competency terms for the framework

4. Course Contents:

Designing the Competency System

- Why have a framework? Defining the Business Purpose
- Aligning the Required Competencies to Business Objectives and Strategy
- Framework Structure: Technical or Behavioral
- Data Gathering Methods
- Utilization of the System

Developing the Competency Framework System

- Consideration of Assessment Factors
- Creating and Writing the Framework Terminology
- Examples of Frameworks: Keep It Simple

- Testing and Calibrating the Competency Framework
- Review the Framework: Continual Improvement

Behavioral Frameworks: Design and Development

- Identification of the Behaviors to Measure
- Defining the Behavioral Competency Criteria and Levels
- Methods of Assessment and Utilization
- Competency Requirements of People to Assess

Technical Frameworks: Design and Development

- Defining the Technical Behaviors to be Measured
- Measurement Methods, Levels and Assessment
- Technical Data Gathering and Assessment
- Competency Requirements of People to Assess

Implementation and Assessment of the System

- Utilizing the Frameworks for Recruitment, Assessment and Development
- Implementation Strategy Plan
- Communication Plan to Ensure Full-cooperation and Buy-in
- Developing a Training Strategy of those Using the System

5. Attendance Reports:

- Send daily attendance reports to trainingdep
- Send full attendance report to training dep. by the end of thecourse
- Attend 100 % from the course days also providedaily
- Issue attendance certificate for participant who attend minimum 80% from the course duration

6. Pre/Post Reports:

- Pre- assessment before starting training.
- Post assessment after finish training
- Full report for the deferent between Pre-& Post assessment

7. Who Should Attend?

- Human resources specialists
- Human Resources Personnel
- Learning and Development Personnel
- Talent Development Specialists
- Line Managers