

# Proficiency - Conceptualization, Creation, and Application

## Developing Frameworks for Technical and Behaviour Competencies

### Introduction

The ability to objectively evaluate an employee's competency for performance management, reviews, interviews, hiring, promotion, and technical capability evaluations—as well as for the purpose of identifying talent and high potential—has grown in significance. This training programme has been especially designed to support individuals who are responsible for designing, developing, implementing, or evaluating personnel utilising Competency Framework systems in their organisations.

Participants will leave this intensely interactive and captivating training session with the necessary information, comprehension, and hands-on abilities to create, develop, use, and evaluate competencies and competency frameworks inside their business. You will discover the essential vocabulary surrounding competency systems, how to create and improve your own system, and what's important to know about integrating it into the overall culture of the company. Additionally, you will learn how to determine the difference between an employee's real proficiency and the required competency and raise their awareness to the necessary level.

### **This training session on Course N Carry will emphasise:**

- The design elements that must be taken into account while thinking about a competency framework system
- How to write and describe your organization's competencies in accordance with business objectives: both technical and behavioural
- How to determine the difference between required and actual competency and raise employee awareness to the necessary level
- The preparation, dialogue, and instruction needed to integrate the competency framework system within the company
- The competency framework system is being reviewed to guarantee ongoing, continuous improvement
- Applying the framework to talent identification, evaluation, hiring, and development
- How to properly explain the framework to the company and important business stakeholders

### Objectives

#### **After completing this training programme, you will be able to:**

- Recognise, describe, and define competence

- Use methods to create, construct, and put into place an organisational business competency framework system (technical/behavioral)
- Assess employees objectively to determine the difference between their current level of proficiency and what is needed, and to raise their awareness to the necessary level.
- Write out any technical or behavioural competency terms that should be included in the framework.
- Make use of the framework for hiring, identifying assessments, and developing

## Training Methodology

The teacher of this very engaging training programme will use a range of tried-and-true adult learning teaching and facilitation strategies to provide participants a complete education on the topics included in the course outline. The methodology of training courses consists of focused films and conversations, case studies, real-world examples, facilitated group and individual exercises, and competency framework design and building.

## Organizational impacts

**The organisation will gain a lot by sending delegates to this training course in the following ways:**

- Acquiring individuals with greater efficacy and efficiency in competency development
- Heightened assurance while creating competency-based systems
- Lowering HR-related concerns about promotion, competency, performance evaluation, and talent identification
- Increasing the organization's value through enhanced performance management
- Increasing individual empowerment and achieving organisational objectives

## Personal Impact

**You will benefit immensely as a delegate to this training session by:**

- Being exposed to a variety of methods and strategies for developing competencies
- Create organising and planning techniques to successfully and efficiently accomplish competency goals.
- Recognise the nomenclature and process used in the creation of Competencies and associated Frameworks.
- Develop your interpersonal abilities to work with others to accomplish goals.

## Who should attend?

**A wide spectrum of professionals involved in competency development and evaluation can benefit immensely from this Course N Carry training course, but**

## **the following people will particularly benefit from it:**

- Personnel in human resources
- Personnel in charge of learning and development
- Experts in talent development
- Supervisors on lines

## **Course Outline**

### **Day 1**

#### **Creating the Competency System**

- Why use a framework at all? Establishing the Business Goal
- "skills / competencies" and "Skills / Proficiencies."
- Matching the Necessary Skills to the Strategy and Business Objectives
- Technical or Behavioral-Specific or Generic Framework Structure?
- Techniques for Collecting Data
- How is the system being used—online or on paper?

### **Day 2**

#### **Constructing the Framework for Competencies**

- Taking Assessment Factors into Account
- Formulating and Composing the Foundational Terminology
- Illustrations of Frameworks: Remain Basic
- Examining and Adjusting the Competency Model
- Examine the Framework for Ongoing Improvement

### **Day 3**

#### **Behavioural Frameworks: Conceptualization and Creation**

- Determining Which Behaviours to Measure
- Outlining the Levels and Criteria of Behavioural Competence
- Techniques for Evaluation and Application: Psychometrics
- Competency Standards for Individuals to Evaluate

## Day 4

### Technical Frameworks: Conceptualization and Creation

- Specifying the Technical Actions to Be Taken for Evaluation
- Assessment, Levels, and Measuring Techniques
- Technical Information Collection and Evaluation
- Competency Standards for Individuals to Evaluate

## Day 5

### System Implementation and Evaluation

- Making Use of the Frameworks for Hiring, Evaluation, and Training
- Plan for Implementation Strategy
- A communication strategy to guarantee buy-in and full cooperation
- Formulating a Programme for System Users' Training
- Evaluation and Input of the System
- Next Actions