XCELERATE TRAINING INSTITUTE

your learning & development partner

HUMAN RESOURCES MANAGEMENT (HRM)

Developing Competency Framework Training Course

DURATION	LANGUAGE	FORMAT
5 days	English	Classroom / Online

Upcoming dates

Dates	Venue	Format	Fee
17 – 21 May 2027	Live online	Online (live)	€1,200
22 – 26 Nov 2027	Live online	Online (live)	€1,200
27 – 31 Dec 2027	Dubai	Classroom	€5,500

Register or ask a question

Online: staging.x8ti.com/course/developing-competency-framework-training-cou…

+491631686678 · info@x8ti.com

Developing Competency Framework Training Course

Introduction

Introduction

Every job needs a specific skill set to perform effectively. A competency framework ensures better management, help in retaining the employee and create an efficient workspace. Developing the framework would enable the understanding and importance of skills and knowledge amongst the management.

This Xcelerate course is particularly important for an organization to know the planning of effective competency framework and bring it to effect. Prepare an advanced pattern of communication and implementing of the framework for the exceptional growth of the organization.

Learning Objectives

- Define what is competency
- Define what is competency framework and align it to each job
- Ensure people demonstrate the expertise necessary for the job
- Chunk the level of expertise required around each competency starting from beginner, intermediate to expert, basis the position and task at hand
- Learn to assess and evaluate employee performance effectively by tracking current performance in alignment with big picture goals
- Identify and fill the competency gap efficiently
- Learn to plan and deliver customized training to the employees
- Strategize success plans and career progression for employees
- Have an effective change management process
- Learn to make key factor decisions by incorporating relevant and eliminating irrelevant competencies that no longer add to successful performance
- Reduce training cost by on boarding and retaining skilled and competent employees
- Will be able to hire the right fit, reducing the cost around employee turnover

Training Methodology

Xcelerate training institute has designed this Developing Competency Framework Training Course for individuals across levels in any organization.

This training program is a very interactive session as participants from all cultures participate and share their own office experiences and challenges.

Customized modules can be arranged for organization specific learning requirements. This program involves group discussions, case studies, and role-plays.

Benefits for Your Organization

- Able to align employees' values, competencies, and goals with the organization

- Employees working on the same page without dispute and discrepancies treated fairly
- Able to create a commensurate level of performance and growth
- Ensure effective communication between employees and management
- Enable employees to stay on course by defining the competencies, setting clear expectations at job
- Give feedback around objective and clearly defined competencies for enhancing employee performance
- Help employees exceed expectations by clearly defining rubrics and measuring desired versus current performance
- Hire and retain employees that are right fit leading to employee engagement
- Assess the impact of training and development in excelling at job
- Giving consistent feedback and improvise the quality of content for training/ intervention
- Have a structured approach to add or remove competencies that serve the success of an employee basis the ever changing environment or ecosystem
- Align competencies to the needs of job/ market/ employee strength

Benefits for You

- Learn to utilize the framework for hiring and recruiting new employees
- Would collaborate and coordinate with the line managers to create the framework
- Learn the policies and procedures applicable to the business growth and align competencies for success
- Participants would learn to supervise and manage activities in absence of the reporting managers
- Identify and solve the critical situations that need immediate attention
- Would be able to effectively evaluate employee performance
- Effectively create competency training plans for the employees
- Learn to establish better communication between management and employees
- Learn to closely assess and monitor employee performance to bridge gap, if any
- Would be able to motivate and provide the right direction to the employees
- Participants would learn to give effective feedback to the employees
- Learn to collate data (enablers and bottlenecks) for future reference

Target Audience

HR Leaders and Managers, HR personnel at any level, Line Managers, HR experts, OD Consultants, Independent consultants, Hiring/ recruiting professionals

Course Outline

Defining Competencies

- Identify the competencies that are required
- Create a list of common competencies and then customize it according to the need of the role/business
- Effectively evaluate the performances
- Identify the gaps between knowledge and skills

- Group competencies and segregate it to beginner, intermediate and expert level
- Allocate a per cent weight age to each competency for rational decision-making around hiring, promoting etc.

Key Stakeholders to Collaborate with While Defining Competencies

- Previous employees who have performed the job successfully
- Line managers and employees who can vouch for must-have qualities/ competencies
- Customers – for a delightful / execrable experience
- Current employees demonstrating outstanding performance

Develop Framework

- Define the scope and purpose of the framework
- Collate data to create the framework
- Observe the employees while they are performing
- Analyze the behaviors/ competencies necessary for success
- Create a team of experts for building Framework

Training and Development

- Identify the need to train
- Develop a training plan
- Provide coaching
- Provide advanced training

Supervise The Staff

- Brainstorm with employees
- Communicate, direct, support and motivate the staff to perform efficiently on the job
- Monitoring staff performance
- Give effective feedback and coach

Manage The Projects

- Strategize and plan the project
- Consider the financial management
- Make detailed reports and manage changes required as per the need of the business
- Assess the competencies required for each role to perform and deliver
- Leverage on strength while managing a project
- Maintain the potential by working on the area of opportunity/ focus

Revise and Revisit the Competencies Required

- Revisit the competency framework
- Interviewing the employees performing the job
- Add or remove competencies that might enable success in action

Implementing Competency Framework

- Confirm employee competencies are in alignment with the goals of the business
- Honestly communicate the needs of the business

- Simplify the process by educating employees about the level of competence required
- Appreciate and reward the competencies identified

Template Designing

- Design the right framework for 2-3 job profiles during the workshop (independent activity)
- Group activity – design 2 profiles in a group by brainstorming and using the collective wisdom
- Get real-time feedback by experts

FAQ’s

- Group discussion, learn what the best in class organizations do differently, ask questions to industry experts with decades of experience

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Registration Form

Developing Competency Framework Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

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Register online
Open the course page