IDENTIFYING TRAINING NEEDS
THROUGH COMPETENCY PROFILING

Dec. 23 - 27, 2018
Cairo, Egypt

Early Bird Discount & Registration

Register and pay 25 days prior to the event date and get 15% discount.

Registrations will close 15 days prior to the start of the Course.

Course Overview:

Competency Profiles match an Employee's Qualifications and Training to the Knowledge, Skills & Attitude required for the Job. The employee's performance in the job depends on his abilities and his resources. The Competency Profile specifies which abilities are expected and the performance evaluation reports on how well the employee's abilities match the profile. The advantage of using a Competency Profile for this purpose is to remove personal bias. The Competency Profile lets companies review and validate personnel decisions objectively.

Successions Planning with Competency Profiles give a company a tool to help make Succession Decisions. When Competency Profiles exist for Top Management, it is easy to identify candidates down the Organizational Ladder who have the required qualities to take over the top jobs. The advantage of using competency profiles for these decisions is to reduce influence from playing favorites or nepotism. In succession, as in other decisions on promotion, Competency Profiles take personal preferences out of the equation and substitute facts.

It has been calculated that the average length of time before a job is re-structured today is between 2 and 3 years. The increasing pace of change in business processes, corporate mergers and advances in technology require that jobs be regularly re-defined and updated. A well-structured and defined job will prevent overlapping or unclear responsibilities, and will allow the incumbent to focus clearly on the outcomes required of him/her. It will also facilitate the development of an effective performance management system and a targeted training plan, geared to the Key Performance Areas of the Job.

Course Objectives:

After completing this course, participants will be able to:

- Equip Participants with both the confidence and ability to develop Competency Profiles and use these in managing and enhancing Job Performance specifically by identifying targeted training needs.
- Learn to distinguish between activity and results, effort and achievements, pedigrees and performance!
- Gain insight into the modern focus on outcomes and competencies.
- Be able to analyse jobs, map work processes, identify key performance areas and highlight the competencies required by successful job-holders
- learn how to use competency profiles to clear overlapping job responsibilities, clarify the training requirements of a position and manage performance according to agreed outcomes.
- Apply the right process and tools for defining and assessing Competencies in line with Competency Dictionary Model.
- Able to identify the required Knowledge, Skills, and Attitude to develop a Competency Profile within given time.

Who Should Attend?

This workshop is aimed at those whose responsibility it usually is to update job descriptions, competency profiles and training plans, viz. Department Managers, Supervisors, Project Team Leaders, Foremen, Mentors, Career Coaches, Human Resource Managers and Officers, Training and Development Managers and Officers.

Course Language:

The Presentation, supplied documents, and workshop exercises of the course are in **English** however, based on the train-ees' desires, oral presentation or discussion can be **Bilingual** (English and Arabic).

Course Contents:

Module (01) Introduction to Job Competency

1.1 Definition of Job Competency

1.2 Job Competency Elements

1.3 Capability Model:

(Individual, Competency & Outcomes)

1.4 Behavioral Indicators Linked to a Competency

1.5 Overlapping Job Responsibilities

Module (02) Levels of Work in Business

2.1 Role and Capability

2.2 Levels in Business Organization

2.3 Corporate Functioning

2.4 Key Performance Areas per Level of Work

2.5 Performance Targets per Level of Work

2.6 Generic Roles, and Contribution Levels

2.7 TWO Important Triangles In Organization

Module (03) Benefits of an Integrated Competency

3.1 Competencies a Powerful to Business Performance

3.2 Utilization Process to improve Performance

3.3 Linked Competency with Vision, Mission & Values

3.4 Using Competency Framework to aid and support

you for Selection Employees Development.

Module (04) Measuring Competency Related to Results

4.1 Competency Framework for YOUR Organization

4.2 Applications of Competency Frameworks to

Performance & Potential & Development.

4.3 Methods of Assessing Competency

4.4 Assessing Achievement and Capability

4.5 On Going Competency Development Techniques

4.6 Measuring Individual Contribution

Module (05) Competency Profiles

5.1 Competency Profile

5.2 Developing a Competency Profile

5.3 Analyzing Job and Work Process

5.4 Skills Practice in Job Analysis

5.5 Identifying Performance Outputs

5.5 Skills practice in Job Analysis

5.6 Describing Standards of Performance

Module (06) Training Needs Analysis

6.1 Documenting Competency Profiles for Employees

6.2 Determining Competency Gaps

6.3 Schedule all Training Plans

6.4 Linking Time- scheduled Budgets with Training Plans

6.5 Developing Career path Plans based on Competencies

Module (07) Constructing a Competency Framework

7.1 Examining Effective and Ineffective Competency

7.2 Designing a Core Competency Framework based Group

7.3 Exploring rating Scales and their Suitability

7.4 Monitoring Progress with Dashboards

7.5 Applications of Achievement Ratings

Module (08) Assessing ROI of Training Process

8.1 Measuring the Success of Training Process

8.2 Forecasting and measuring Costs

8.3 Forecasting Return On Investment (ROI)

8.4 Business Results (Benefits and Cost Saving)

8.5 Success depends on Management/Staff

Module (09) HR Benchmarking & Best Practices

9.1 Identifying Best Practices Performance Standards

9.2 Developing Balanced Scorecards

9.3 Methods for Reviewing Documentation

9.4 Establish Document Control System

9.5 Strategic Plans related to Training & Development

Module (10) Management Responsibilities & Tools

10.1 Linked Training Needs to Performance Appraisals

10.2 Integrating Strategic Plans with Training Plans

10.3 Utilize Performance Management Tools

10.4 Supporting HR - Training & Development

10.5 Competency Based Recruitment & Selection

10.6 Building Credible Coaches with Critical Competencies

Course Summary & Conclusion

Registration Form:

Please fill the information below:

Nominee Name:			
Company Name:			
Position Title:		Department:	
Phone:		Mobile:	
Email:			
Company Address:			
Do you want to request this to be conducted as an **In-House** Course? NO ☐ YES ☐			*Please fill the required additional information below*
Date Required:		No. of Participants:	
Preferred Venue:		Other Requirements:	

Course Fees:

The amount of **3000 USD** will be charged for the course fee and Full Payment is required prior to commencement of the course.

Payment Methods:

A confirmation will be sent upon your registration. Note that full payment must be made prior to the event. Only those delegates who have paid in full will be admitted to the event. All payments should be to APEX Account:

Bank Name   :   Emirates NBD

Branch   :   Jebel Ali, Dubai, UAE

IBAN No   :   AE260260001024622899402

Swift Code   :   EBILAEADJAZ

Cancellation:

If you are unable to attend the course you may send a substitute delegate.

Cancellation should be made 15 days prior to the course conduction. Failure to cancel within 10 days will be to pay the course fee in full amount.

Registration Methods:

Email   **:** info@apex-dubai.com

Fax   **:** +971 4 454 2910

Website **:** www.apex-dubai.com

General Information:

♦ Closing of Registration will be two (2) weeks prior to the course date.

♦ APEX can assist and provide corporate rates for the hotel accommodation.

♦ Course fees will cover Course Materials, Certificate of Participation, Coffee Breaks and Lunch.

♦ In-House course is also available upon request and can be customized as per client's needs.

Contact us:

Tel   **:** +971 4 445 8567

Fax   **:** +971 4 454 2910

Email   **:** info@apex-dubai.com

Website **:** www.apex-dubai.com