



DESIGNING COMPETENCY-BASED TRAINING FRAMEWORKS TRAINING COURSE

REF: #TDD9330



COURSE INTRODUCTION / OVERVIEW:

This intensive training course provides a comprehensive roadmap for designing, implementing, and managing effective competency-based training frameworks. In today's dynamic business environment, aligning employee skills with strategic organizational goals is no longer optional, it is essential for survival and growth. This program moves beyond traditional training approaches to equip participants with the skills to build a structured system that identifies critical competencies, assesses skill gaps, and creates targeted learning pathways. Drawing on principles articulated by thought leaders like David Ulrich, who emphasizes the strategic role of human resources, this course focuses on making training a direct contributor to business value. Participants will learn to create frameworks that support talent management, succession planning, and performance improvement. The curriculum offered by BIG BEN Training Center is meticulously designed to be practical and results-oriented, ensuring that attendees can immediately apply their new knowledge to develop a robust competency architecture within their own organizations, as detailed in concepts found in works like "The Competency Toolkit". This course is the definitive guide for professionals seeking to transform their training functions from a cost center into a strategic driver of success.

TARGET AUDIENCE / THIS TRAINING COURSE IS SUITABLE FOR:

- Human Resources Managers and Directors.
- Learning and Development (L&D) Specialists.
- Training and Development Managers.
- Organizational Development (OD) Consultants.
- Talent Management Professionals.
- Department Heads and Line Managers.
- Instructional Designers and Curriculum Developers.
- HR Business Partners.



TARGET SECTORS AND INDUSTRIES:

- Financial Services and Banking.
- Healthcare and Pharmaceuticals.
- Information Technology and Telecommunications.
- Manufacturing and Engineering.
- Retail and Consumer Goods.
- Oil and Gas.
- Governmental Bodies and Public Sector Agencies.
- Consulting and Professional Services.

TARGET ORGANIZATIONS DEPARTMENTS:

- Human Resources.
- Learning and Development.
- Talent Management.
- Organizational Development.
- Operations Departments.
- Strategic Planning.
- All departments involved in employee development and performance management.

COURSE OFFERINGS:

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

- Define and differentiate between core, functional, and leadership competencies.
- Design a comprehensive competency framework aligned with organizational strategy.
- Conduct a thorough skills gap analysis to identify critical training needs.
- Develop structured and progressive learning pathways for various job roles.
- Select and apply appropriate competency assessment tools and methodologies.
- Integrate the competency framework with performance management and succession planning.
- Measure the return on investment (ROI) of competency-based training initiatives.
- Champion the adoption of a competency-based approach across the organization.



COURSE METHODOLOGY:

The training methodology at BIG BEN Training Center is designed to be highly interactive, practical, and engaging, ensuring that participants not only learn the theory but also gain hands-on experience. We believe in learning by doing. The course will utilize a blend of expert-led presentations, real-world case study analyses, and interactive group discussions to foster a deep understanding of competency framework design. A significant portion of the training will be dedicated to practical workshops and simulation exercises where participants will work in teams to draft competency models, conduct mock gap analyses, and design learning pathways. This collaborative environment encourages peer-to-peer learning and the sharing of diverse industry experiences. Our expert facilitators will provide continuous guidance and personalized feedback throughout the sessions. The program emphasizes the application of concepts, providing attendees with actionable tools, templates, and strategies that can be immediately implemented in their respective workplaces. The focus is on building tangible skills and confidence, enabling a seamless transition from the training room to real-world application.

COURSE AGENDA (COURSE UNITS):

UNIT ONE: FOUNDATIONS OF COMPETENCY-BASED SYSTEMS

- Introduction to competency-based training and development.
- The strategic importance of aligning competencies with business goals.
- Differentiating between skills, knowledge, abilities, and competencies.
- Types of competencies: Core, functional, and leadership.
- The history and evolution of competency modeling.
- Benefits of implementing a competency framework for the organization.
- Common pitfalls to avoid in competency framework design.



UNIT TWO: DESIGNING AND DEVELOPING THE COMPETENCY FRAMEWORK

- The step-by-step process for building a competency framework.
- Conducting research and gathering data through interviews and focus groups.
- Writing clear and measurable competency definitions.
- Defining proficiency levels and behavioral indicators.
- Techniques for validating the competency model with stakeholders.
- Creating a comprehensive competency dictionary.
- Customizing generic competency models for specific organizational needs.

UNIT THREE: COMPETENCY ASSESSMENT AND SKILLS GAP ANALYSIS

- Overview of competency assessment methods and tools.
- Utilizing self-assessments, manager assessments, and 360-degree feedback.
- Developing and implementing assessment centers.
- Behavioral event interviewing (BEI) techniques.
- Analyzing assessment data to identify individual and organizational skill gaps.
- Mapping current workforce competencies against future needs.
- Presenting gap analysis findings to senior leadership.

UNIT FOUR: CREATING COMPETENCY-BASED LEARNING PATHWAYS

- Principles of instructional design for adult learners (ADDIE Model).
- Linking specific training activities to competencies and proficiency levels.
- Designing blended learning solutions (e-learning, workshops, coaching).
- Applying the 70-20-10 model for learning and development.
- Developing individual development plans (IDPs) based on competency gaps.
- Creating career paths and ladders linked to the competency framework.
- Curating learning resources and building a knowledge management system.



UNIT FIVE: IMPLEMENTATION, EVALUATION, AND INTEGRATION

- Developing a strategic implementation and communication plan.
- Gaining buy-in from stakeholders and employees.
- Integrating the competency framework with HR systems.
- Linking competencies to performance management and appraisals.
- Using the framework for recruitment, selection, and succession planning.
- Applying the Kirkpatrick Model to evaluate training effectiveness.
- Strategies for maintaining and updating the competency framework over time.

FAQ:

QUALIFICATIONS REQUIRED FOR REGISTERING TO THIS COURSE?

There are no requirements.

HOW LONG IS EACH DAILY SESSION, AND WHAT IS THE TOTAL NUMBER OF TRAINING HOURS FOR THE COURSE?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

SOMETHING TO THINK ABOUT:

How can organizations ensure their competency frameworks remain agile and relevant in an era of rapid technological change and evolving job roles?



WHAT UNIQUE QUALITIES DOES THIS COURSE OFFER COMPARED TO OTHER COURSES?

This course distinguishes itself by offering a deeply practical and strategic, rather than purely theoretical, approach to competency management. While many programs focus on defining competencies, this training course provides a holistic, end-to-end methodology, guiding participants from initial strategic alignment through to framework design, gap analysis, pathway creation, and long-term integration with core HR functions like performance management and succession planning. The curriculum is built around actionable frameworks and real-world case studies, ensuring participants do not just learn what a competency model is, but how to build one that withstands organizational pressures and delivers measurable business results. It emphasizes the critical link between individual capabilities and strategic objectives, transforming the L&D function into a vital business partner. Furthermore, the course content is continuously updated to reflect current trends in talent development and organizational design, preparing participants to build future-ready frameworks that are both robust and agile enough to adapt to the changing demands of the modern workplace.