

Scandinavian Academy
Training Center

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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

# Course: Competency Based Management

| Code | City | hotel | Start | End | price | Language - Hours |
|---|---|---|---|---|---|---|
| HT-227SA | Al Baha | Hotel Meeting | 2027-11-07 | 2027-11-11 | 10950 SR | En - 25 |

## The Course

Getting the best from people is a complex and difficult task. It is also the key to running a successful team or department.

The use of competencies can be of great help in understanding behaviour and ensuring that the right people are in the right jobs and the right techniques are used to motivate them. This seminar will show you how to achieve this.

**Competencies can be key elements in the following applications:**

- The management of values –“walking the talk”
- Leadership development
- Selection criteria and methods
- Talent management and career planning
- Succession planning
- Performance management
- Assessment
- Employee development

The programme will discuss and establish the opportunities for the use of competencies and provide some ideas for the range of applications. This seminar will build the case for using competencies and show how to develop and apply a competency framework.

## The Goals

**Participants will learn how to:**

- Define a competency and understand the distinction between competencies, skills and tasks
- Describe how to use competencies in public and private organisations
- Differentiate between Leadership competencies, Technical competencies and Behavioural competencies
- Link competencies to organisational objectives and values – manage not only what staff do but how they do it
- Use competencies for recruitment and assessment; for development; for talent management; for performance management and for succession planning

## The Delegates

- Those who are responsible for managing or supervising any type of person, group or team (especially in an organisation using competencies)
- Those who want to learn the skills involved in improving relations at work, improving productivity or improving behaviour at work
- HR, ER and Personnel professionals who are responsible for the design and delivery of competency-based HR programmes

## The Benefits

The seminar will be of value to anyone with an interest in the management of people and/or with an involvement in the introduction or maintenance of a competency framework.

It will be of interest to those who wish to learn about competencies for the first time and those who wish to refresh established knowledge.

As a result of attending the course, a delegate will be able to assist his/her organisation to gain the advantages that come from using competencies.

## The Results

This seminar is designed to help the organisation understand the advantages that can be gained from the use of competencies.

The result of sending delegates will be that the organisation will be able to improve the effectiveness of their systems in the critical areas of HR policy.

The importance of getting the best from people can never be underestimated and this programme will help organisations get the policies right.

# The Programme Content

### Day One

### The Links between HR and Competencies

- What are competencies?
- What support should managers, team leaders and supervisors get from HR?
- And what should they take responsibility for themselves?
- Values, Strategy and HR
- Different methods of developing a competency framework – behavioural event interviewing, repertory grid interviews, top management judgement, focus groups
- Getting “buy-in”
- An HR Management Framework Based on Competencies
- Technical, Behavioural and Leadership Competencies

### Day Two

### Competencies and Recruitment

- Competency design – definitions, negative indicators, positive indicators
- Recruitment and Selection
- Adapting a competency framework for use in recruitment

- The use of assessment centres in recruitment
- Examples of Assessment Centres used in Further Education in the UK
- Induction, orientation and personal development

**Day Three**

**Performance Management**

- Using competencies in performance management
- The four stages of performance management – agreeing objectives, giving feedback, coaching, appraisal
- Termly reviews of performance
- Links to pay
- Introducing a performance management process:- consultation, communications, training and alignment

**Day Four**

**Talent Management**

- Attracting the right talent
- Competency-based Career Planning
- Management Succession
- Succession Planning
- Competency-based Training and Development

**Day Five**

**Shaping Behaviour and Managing Culture**

- The development of values (and the link to competencies)

- Motivation
- Extrinsic and Intrinsic Reward
- Empowerment and Accountability
- Right-sizing
- Self Assessment
- 360 degree feedback

**The Scandinavian Academy for Training Center** adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

**Program Timings:  9:00 AM to 2:00 PM**

**The program includes:**

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

# Our Success Partners

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